

**Minutes of the Meeting of Oakington & Westwick Parish Council held online using
Zoom due to Covid-19 pandemic
Monday 11 January 2021 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, J Grove, D Reeves, G Butlin, L Navarro, E Warboys, J Bailey, R Pinter. In attendance: Dist Cllr S Cheung Johnson (part meeting). Cnty Cllr P Hudson (part meeting) Clerk: L Lawrence. 3 members of the public.	
21/1	APOLOGIES FOR ABSENCE None received.	
21/2	DECLARATIONS OF INTEREST None declared.	
21/3	PUBLIC OPEN SESSION Andrew Dennis (FMG) reported that EA had cleared trees and brush from the bank from Mansell Wood upstream. They have around 2-3 weeks more work to do. He has been invited to attend a site meeting with the landowner who owns the grass field to the south of the brook to discuss the extent of the work EA intend to carry out in that area. Thanks to the good offices of our district councillors, Homes England had cleared a blockage near the business park. Geoffrey Butlin sought agreement on behalf of journal editors to take a screen shot of this meeting for the next journal edition. There were no objections.	
21/4	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 14 DECEMBER 2020 Approval proposed by Cllr Pinter. Seconded by Cllr Butlin. RESOLVED unanimously. Minutes will be signed by the Chair as soon as possible outside the meeting.	
21/5	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
5.1	<u>County Councillor's report</u> Cllr Hudson updated on the latest Covid-19 figures. Two new major vaccine centres are due to open at Hinchingsbrooke Hospital and Royal Papworth on 18 January as well as additional primary care clinics. As of 8 th January there were 206 Covid patients in Addenbrookes, 57 in ICU. The figures are expected to increase by the end of January. He stressed the vital importance of staying at home as much as possible. He had continued to chase the Water Lane drain jetting works and had asked that the system is mapped again to check no blockages anywhere. He will also contact the structures manager regarding the Longstanton Road culvert. He had also asked that a multi-agency meeting is arranged to discuss all county flooding issues. Cllr Reeves reported that in the recent heavy rains the 171 award drain was pretty much up to capacity and he expressed concern that not enough is being done in Northstowe to hold water back. Cllr Hudson stated that the developers should be pushed to install Phase 3 attenuation as soon as possible. In response to a question, he confirmed that if a resident reports a	

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5.2	<p>Highways emergency it should be dealt with in 1-2 days. However, he suggested the PC emails him direct if any concerns and he will follow up.</p> <p><u>District Councillors report</u></p> <p>Cllr Cheung Johnson reported that they had chased Planning regarding the Cottenham Redrow development in respect of construction traffic and are awaiting a response. Northstowe Phase 3 application will be coming back out for consultation this week with clarification to the questions from the first consultation. The next Northstowe forum will be on 20 January. This will include a presentation by Greenbelt who manage the public spaces in Phase 1 and a Phase 3 update.</p> <p>Due to a Zoom technical issue, she was unable to respond to a question about Longstanton/Northstowe mobile phone coverage and agreed to email a reply after the meeting. Cllr Pinter stated his intention to bring back a proposal to the PC for installation of a mobile phone mast on the church tower.</p>	
5.3	<p><u>Parish Councillors reports (verbal)</u></p> <p>Cllr Starling – TAG minutes had been circulated. He had attended several site meetings at the Rec regarding the drainage issues and budget planning meetings.</p> <p>Cllr Grove – OWN minutes had been circulated. Noted that over a hundred free Christmas dinners had been distributed to residents on 23 December.</p> <p>Cllr Pinter – CA had organised activities of kerbside carol singing and window advent calendars which had been quite well supported. The CA AGM will be on 26 January via Zoom. All welcome to attend.</p> <p>Cllr Butlin – EAG had not met since the last PC meeting.</p>	
5.4	<p><u>Clerk's report (verbal)</u></p> <p>Clerk is trying to resolve a dispute with Opus Energy regarding overcharges on last two months invoices. £100 had been paid to them as a gesture of goodwill. The White Horse Asset of Community Value application is due be decided by 26 January.</p> <p>The website had been randomly selected by Government Digital Service to check it meets accessibility requirements. They had found a couple of minor issues which Vision ICT are currently working on.</p> <p>A quote of £1,189.15 from Fenland Leisure to replace the multi-play until rope wall had been accepted as per Clerk's delegated authority. Noted it had not been possible to find any other contractors who could do this work.</p>	
21/6	<p>PLANNING MATTERS</p>	
6.1	<p><u>Applications requiring a decision:</u> None received.</p>	
6.2	<p><u>Applications to note only</u> None received.</p>	
6.3	<p><u>Applications decisions</u> None received.</p>	
21/7	<p>COMMUNITY MATTERS</p>	
7.1	<p><u>To receive an update on Gigabit Broadband Voucher Scheme and consider action to take</u></p> <p>Chair and Cllr Pinter had a attended a meeting with resident James Douglas to discuss the options he had investigated. Openreach would require an upfront fee. However, if a minimum of 70 residents sign up, Cambridge Fibre would be prepared to install 'Fibre To The Premises (FTTP) in the village utilising the Gigabit voucher scheme to claim back their cost. Residents who sign up would take out a separate contract with Cambridge Fibre to that of their current telephone provider. There would be no charge to residents for connection.</p>	

	James had produced a draft 'Connecting Oakington' information leaflet which had been circulated prior to the meeting. This will be included in the next journal edition. Noted the PC's role will be to inform the village of this scheme.	
21/8	YOUTH MATTERS	
8.1	<p><u>To receive business plan and costings for former preschool building to be used as a community facility and to consider allocation in 2021-22 budget for youth work element</u></p> <p>Business plan and costings for youth work element had been circulated prior to the meeting. Ben Phillips (family worker) was in attendance. He stated this proposal is not evangelical. The aim is to cater for the young people in the village and support them with mental health. The building/running costs had been based on those paid by the former preschool and the staff costs are based on running youth sessions on two evening per week. Cambridgeshire County Council had not yet responded to enquiries about building lease arrangements. After some discussion, it was agreed that there was insufficient information in the business plan for the PC to be able to make a decision on allocating the youth budget to this project. However, Cllrs Pinter and Butlin offered to work with Ben on trying to progress it. The Chair will try to follow up with CCC about the lease.</p>	
21/9	OPEN SPACES/RECREATION GROUND MATTERS	
9.1	<p><u>To receive cemetery paths quotes and to consider allocation in 2021-22 budget for this work</u></p> <p>Four quotes and a comparison spreadsheet had been circulated prior to the meeting. Cllr Warboys had circulated photos she had taken of a polymer bitumen path with golden gravel installed by LSL Surfacing at Eddington. This provides a hard footpath, suitable for wheelchairs.</p> <p>It was proposed by Cllr Warboys that LSL's quote for <u>£10,550</u> for a path with concrete edging should be accepted and this amount allocated in the 2021-22 budget. Seconded by Cllr Grove. RESOLVED unanimously. It was also agreed to explore the option of recycle plastic board edging with the contractor instead of concrete.</p>	
9.2	<p><u>To consider funding Open Spaces project landscaping preparation work from S106 reserves</u></p> <p>Cllr Butlin reported that the plan to redeploy spoil from the path into grassy mounds for children to play on requires professional modelling to satisfy EA and planning requirements.</p> <p>It was proposed by Cllr Butlin that Miles Water quote of <u>£700</u> for this work should be accepted and funded from Open Spaces S106 reserves. Seconded by Cllr Warboys. RESOLVED unanimously.</p>	
9.3	<p><u>To consider allocating £10,000 in 2021-22 budget for a contribution towards the Open Spaces project</u></p> <p>The current project costs/funding spreadsheet had been circulated prior to the meeting. The overall project cost will be circa £100,000 with estimated local contributions in kind and in cash amounting to approx. £20,000.(This includes S106 reserves.) The grant funder, FCC had indicated to Cllr Butlin that the higher the percentage of local contribution the more likelihood there would be of a successful grant application.</p> <p>After some discussion, it was proposed by Cllr Butlin that <u>£10,000</u> should be allocated in the 2021-22 budget for this project. Seconded by Cllr Bailey. RESOLVED unanimously.</p>	
9.4	<p><u>To receive recreation ground drainage works quote and to consider allocation on 2021-22 budget for this work</u></p> <p>Cllr Starling outlined two possible options to resolve the roadway flooding issues;</p>	

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9.5	<p>1. Join up the pipe which stops halfway along the grass next to the tennis courts to the drain at the end of the courts allowing the water to discharge there. Noted underground exploratory would be required first. One estimate had been received for approx. £12,000.</p> <p>2. Create a new soakaway near the railway sleepers and fill it with bricks or specialist crating.</p> <p>After some discussion it was agreed to seek quotes for the soakaway option with crating as this is likely to be the most cost-effective solution.</p> <p>It was proposed by Cllr Starling that <u>£10,000</u> should be allocated in the 2021-22 budget for this. Seconded by Cllr Navarro. RESOLVED unanimously.</p> <p><i>Cllr Bailey left the meeting at 9.10pm.</i></p> <p><u>To receive planted containers quote and to consider allocation in 2021-22 budget</u></p> <p>It was proposed by Cllr Warboys that Oakington Garden Centre quote of <u>£600</u> should be accepted and this amount allocated in the 2021-22 budget. Seconded by Cllr Pinter. RESOLVED unanimously.</p>																																		
21/10	<p>FINANCE MATTERS</p> <p>10.1 <u>To approve payment of outstanding accounts due</u></p> <table border="0" data-bbox="343 750 1348 1108"> <tr> <td>Activ Security</td> <td>CCTV annual maintenance</td> <td>120.00</td> </tr> <tr> <td>Opus Energy</td> <td>Street lighting Nov – Dec</td> <td>100.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>932.26</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>39.62</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>128.06</td> </tr> <tr> <td colspan="3">Multipay Charge Card</td> </tr> <tr> <td>Amazon</td> <td>Printer toner</td> <td>29.99</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly charge card fee</td> <td>3.00</td> </tr> <tr> <td>Zoom</td> <td>Zoom Pro online meetings</td> <td>14.39</td> </tr> <tr> <td>Total</td> <td></td> <td>1421.32</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously.</p> <p>10.2 <u>To report on any income received</u></p> <p>None.</p> <p>10.3 <u>To review Financial Reserves policy</u></p> <p>Current policy was circulated prior to the meeting.</p> <p>Proposed by Cllr Starling that the policy should be adopted without amendment. Seconded by Cllr Reeves. RESOLVED unanimously.</p> <p>10.4 <u>To note bank reconciliation as at 31 December 2020</u></p> <p>Circulated prior to the meeting and screen shared.</p> <p>Bank balances as at 31 December 2020:</p> <p>Current Account – £41,582.73</p> <p>Savings Account - £210.52</p> <p>95-day notice - £51,205.82</p> <p>10.5 <u>To consider requesting Vision ICT to apply an SSL certificate to the website</u></p> <p>Noted that all data on the website is in the public domain and no personal data is kept on there. However, there was concern that seeing ‘not secure’ in front of the website URL may prevent people from accessing the site. Proposed by Cllr Pinter that Vision ICT quote of <u>£125</u> (set up and year 1) and <u>£50</u> (year 2 onwards) for an SSL certificate should be accepted. Seconded by Cllr Starling. RESOLVED unanimously.</p> <p>10.6 <u>To approve budget for 2021-22</u></p> <p>Draft budget and Precept calculations has been circulated prior to the meeting. Each item was reviewed line by line. It was agreed to add in £250 for village day. Approval of the final budget total of <u>£86,395</u> was proposed by Cllr Navarro. Seconded by Cllr Butlin. RESOLVED unanimously.</p>	Activ Security	CCTV annual maintenance	120.00	Opus Energy	Street lighting Nov – Dec	100.00	Salaries	Salaries	932.26	Expenses	Expenses	30.00	HMRC	PAYE/NI	39.62	NEST	Pension	128.06	Multipay Charge Card			Amazon	Printer toner	29.99	Lloyds Bank	Monthly charge card fee	3.00	Zoom	Zoom Pro online meetings	14.39	Total		1421.32	
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10.7	<p><u>To set Precept for 2021-22</u> Following a lengthy discussion on the budget and the minimum required level of general reserves, it was proposed by Cllr Reeves that the 2021-22 Precept should be set at <u>£61,225</u>, to include £10,000 general reserves. Seconded by Cllr Pinter. RESOLVED unanimously. Noted this would be a Band D equivalent of £103.10 for the year, an increase of £1.72 of per month.</p>	
21/11	<p>DATE OF NEXT MEETING Parish Council – Monday 8 February 2021 Planning meeting – Monday 25 January – if required</p>	
	<p>The meeting was declared closed at 10pm.</p>	