

**Minutes of the Meeting of Oakington & Westwick Parish Council held online using  
Zoom due to Covid-19 pandemic  
Monday 8 March 2021 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore (Chair), T Starling, J Grove, D Reeves, G Butlin, L Navarro, J Bailey, R Pinter. In attendance: Dist Cllr A Malyon (part meeting). Cnty Cllr P Hudson (part meeting) Clerk: L Lawrence. 3 members of the public.	
21/24	<b>APOLOGIES FOR ABSENCE</b>  Cllr E Warboys (personal)	
21/25	<b>DECLARATIONS OF INTEREST</b>  None declared.	
21/26	<b>PUBLIC OPEN SESSION</b>  Paola Moore reported that the mask making group may have sufficient funds to donate a bench and a picnic table, if made out of recycled material. They had visited the Rec and would prefer them to be located on the 'picnic spots' in the orchard.	
21/27	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 8 FEBRUARY 2021</b>  Approval proposed by Cllr Reeves. Seconded by Cllr Grove. RESOLVED unanimously. Minutes will be signed by the Chair as soon as possible outside the meeting.	
21/28	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 22 FEBRUARY 2021</b>  Approval proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously. Minutes will be signed by the Chair as soon as possible outside the meeting.	
21/29	<b>MATTERS ARISING FROM PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>Item ref: 21/16 Gigabit Broadband Scheme</u> – Cllr Pinter reported that around 35 people had expressed an interest which is insufficient for the scheme with Cambridge Cable to be viable as the vouchers expire on 31 March. Noted that Openreach had laid fibre cables in Water Lane/Station Road. However, this was thought to be an extension of the existing Fibre to Cabinet (FTTC) for Northstowe, rather than Fibre to Premises (FTTP)	
21/30	<b>TO RECEIVE REPORTS</b> (Circulated prior to the meeting and available on PC website.)	
30.1	<u>County Councillor's report</u> Cnty Cllr Hudson updated on the Covid statistics up to 2 March. All figures had reduced. The Chair thanked him for pursuing the village drainage issues. Shane Guy (resident) had followed up on Highways verge damage caused by the Northstowe gas main pipes contractor in Longstanton Road. It was	

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30.2	<p>suggested that Homes England are also informed of the problems their contractors have caused.</p> <p>Cllr Hudson stated that the continuation of the Water Lane to Westwick footway resurfacing is near the top of the list for the 2021-22 £20 million footways budget.</p> <p><u>District Councillors report</u></p> <p>Dist Cllr Malyon stated they would be happy to follow up with Homes England on any contractor issues. She updated on the following:</p> <ul style="list-style-type: none"> <li>- They had emailed Homes England about the Longstanton Road ditch issues and asked if any work is planned to reduce the risk of flooding.</li> <li>- They had received reports that the barriers at Oakington end of the airfield road had been moved, making access difficult and had asked HE to look into this.</li> <li>- Planning had advised that Highways are still awaiting for more information on the Construction Traffic Management Plan before they can determine the Cottenham Redrow Homes discharge conditions application. District councillors have asked for it to go to committee for final decision to be made.</li> </ul> <p>Chair thanked them including their response to the Northstowe Phase 3A second consultation in their report. Cllr Malyon stated they will also be speaking at Planning committee about the plans.</p>	
30.3	<p><u>Parish Councillors reports</u></p> <p>Cllr Bailey – commented on the well-executed ditch clearance work undertaken by SCDC in Cambridge Road. Clerk had thanked the new drainage officer.</p> <p>Cllr Starling – TAG March minutes had been circulated. Discussion included the cycleway plans, A14 Legacy Fund (Drawings expected next month) and the online meeting held with pressure group CambsBedRailRoad (CBBR) who are promoting the northern route for the East-West rail. Their plans appear to show the ‘Northstowe’ station located in Oakington on the site of the garden centre. Noted that our MP seems to be keen that this route is looked at as an alternative to the preferred southern route.</p> <p>Cllr Butlin – had circulated an ‘Open Spaces’ project update report and costings. He reported that the Flood Risk Assessment will be critical for the planning application. Detailed calculations are required for putting soil down on a flood plain. An FRA body needs to provide a certificate to submit with the application. Demeter Design are working on the ‘public dimensions’. CCTV options and request for quotes (RFQ) template are also being looked at. Project is still on track for funding application submission at end of August. Cllr Butlin invited questions and comments from councillors. Chair thanked Cllr Butlin for his hard work on this.</p> <p>Cllr Reeves – had completed the online Gypsy, Roma &amp; Traveller cultural training. He will feedback after this week’s workshop. He had also attended an online meeting with district councillors about drainage issues, particularly on the ditch at the end of The Drift.</p> <p>Chair – Keepmoat are keen to do an online presentation on their Phase 2B proposals at The Fenways, Northstowe, if the PC would be interested. Noted the plans show high-density housing.</p> <p>He and Andrew Dennis had met with EA for an update on the brook clearance work. The officers had suggested the PC might consider planting appropriate plants on the banks to protect them from caving in and improve ecology. The Chair is awaiting further information from EA advisors.</p>	
30.4	<p><u>Clerk’s report</u></p> <p>Clerk reported that face to face meetings may need to resume from 7<sup>th</sup> May, unless there is a change in legislation. Two options were suggested for the Annual Meeting of the Council which has to be held in May. Either the date is brought forward to the 4<sup>th</sup> or 5<sup>th</sup> of May, so that it can be held via Zoom. Or the meeting is held in the Pavilion main hall during the week of 17<sup>th</sup> May (when the village halls should be permitted to reopen.) It would need to be socially</p>	

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	<p>distanced and there is a maximum capacity of 15 which may mean some members of the public may need to be seated outside with the hall doors open. A decision will be made on this at the April meeting.</p> <p>It was agreed that Annual Parish Meeting should go ahead as planned on 26<sup>th</sup> April via Zoom and all groups invited to attend and present their reports.</p>	
21/31	<p><b>PLANNING MATTERS</b></p> <p>31.1 <u>Applications requiring a decision:</u>  <u>21/00363/HFUL – 41 Cambridge Road.</u> Erection of a single storey annexe to the rear  RESOLVED unanimously to make <u>no recommendation</u>. No comments  <u>21/00364/HFUL – 41 Cambridge Road.</u> Part single storey and part two storey rear extension.  RESOLVED unanimously to make <u>no recommendation</u>. Comment – there is potential for overlooking neighbouring properties rear gardens.  <u>21/00477/S73 – 47A Cambridge Road</u> Variation of conditions of planning permission 20/04065/FUL. Changes to internal layout and to external surfaces materials.  Noted. No comments.</p> <p>31.2 <u>Applications to note only</u>  None received.</p> <p>31.3 <u>Applications decisions</u>  None received.</p> <p>31.4 <u>To consider response to SCDC Housing policies consultation</u>  Chair reported that the three policies are very detailed and it would be difficult to summarise them and draft a response as the consultation questions have to be answered one by one online. After some discussion, it was agreed to confirm that all had been read and are considered acceptable proposals.</p>	
21/32	<p><b>HIGHWAYS MATTERS</b></p> <p>32.1 <u>To receive an update on Oakington to Girton cycleway proposals and to consider response</u>  Chair reported on a meeting held with County Councillor officers Susan Rooke and Tam Parry. The first part of the works on improvements at the Crossroads junction, yellow lines in Cambridge Road and path widening from Gatehouse Road to Beck Brook bridge in Girton will definitely be going ahead. There is no option to pause the work to allow time for further consideration. Noted this element is funded by Northstowe 106 money.  £1million has been allocated from A14 funding for the second part of the cycleway works.  The proposal is for the dual-use path to be widened to 2.5 metres along Cambridge Road. This would require the County Council reclaiming some sections of Highways land from properties who have incorporated it in their front gardens or driveways. It would also require the ditch to be covered over. The alternative proposal of a path on the opposite side of the road was discounted by the officers as being too costly. They also stated it would be dangerous as there would be a need to cross the road to access it.  The Chair had expressed reservations about the plans at that meeting.  After a lengthy discussion, there was no consensus on making a formal decision about supporting or objecting to the plans. It was agreed that Chair should draft an item for the next journal so that Cambridge Road residents are made aware of the proposals. The Chair will also ask the project officers if there will be separate sections for cyclists and pedestrians on the path as the guidance on new cycleways states they should not be combined.  The Chair also reported that the officers said there are no plans for a cycleway along Dry Drayton Road, but the Cottenham cycleway will still go ahead.</p>	

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32.2	<p><u>To consider any appropriate action to take regarding gate installed along the 'drift' off Cambridge Road</u></p> <p>The Chair reported that the track is a private road (as noted in the 1834 Enclosure Act) but is of unknown or no ownership. It is unlawful to block access along it. CAPALC had advised they are unable to take legal action on behalf of the PC. It may be possible to register it as a public right of way as it has been used for more than 20 years as such, but this is a lengthy and quite complicated process.</p> <p>After some discussion, it was agreed to try to find out who arranged for the gate to be installed and write to them to express concerns that it has blocked pedestrian access.</p>																															
21/33	<p><b>COMMUNITY MATTERS</b></p>																															
33.1	<p><u>To consider expressing an interest in Connections Bus outdoor youth work sessions during Spring &amp; Summer 2021</u></p> <p>Noted that no progress had been made regarding a potential community facility in the old pre-school building as the County Council had yet to make a decision about the future of the building.</p> <p>The Clerk reported that Connections expected to be able to offer outdoor youth sessions via a custom fitted van and gazebo from 12<sup>th</sup> April onwards and the cost would be approx. <u>£180 per session</u>.</p> <p>It was proposed by Cllr Reeves that the Connections outdoor youth work sessions should be funded for the summer term. Seconded by Cllr Navarro. RESOLVED unanimously.</p>																															
21/34	<p><b>OPEN SPACES/RECREATION GROUND MATTERS</b></p>																															
34.1	<p><u>To consider action to take regarding tree stumps placed in brook after completion of clearance work undertaken by EA.</u></p> <p>The Mansel Farm tenant farmer had informed the Clerk that tree stumps and been put into the ditch from the Rec side. He expressed concern that the debris will build up again and cause blockages.</p> <p>Chair and Cllr Reeves agreed to remove the tree stumps from the brook and if possible, any found on the Rec side bank.</p>																															
34.2	<p><u>To consider mask making group response regarding bench donation and alternative suggestion of a picnic table.</u></p> <p>The orchard plan showing the picnic spots was screen shared at the meeting. It was proposed by Cllr Pinter that the recycled material bench and/or picnic table to be donated by the mask making group should be located in the orchard on the picnic spots areas. Seconded by Cllr Starling. RESOLVED unanimously.</p>																															
21/35	<p><b>FINANCE MATTERS</b></p>																															
35.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SLCC</td> <td>Appraisal Techniques training</td> <td>36.00</td> </tr> <tr> <td>SSE Southern Electric</td> <td>Street lighting 29 Dec-1 Feb</td> <td>79.62</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"><b>Multipay Charge Card</b></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>1262.95</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Reeves. RESOLVED unanimously.</p>	SLCC	Appraisal Techniques training	36.00	SSE Southern Electric	Street lighting 29 Dec-1 Feb	79.62	Salaries	Salaries	932.26	Expenses	Expenses	30.00	HMRC	PAYE/NI	39.62	NEST	Pension	128.06	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Zoom	Zoom Pro online meetings	14.39	Total		1262.95	
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35.2	<p><u>To report on any income received</u></p> <table border="0"> <tr> <td>FW Cook Funerals</td> <td>Grave space &amp; interment fee</td> <td>500.00</td> </tr> </table>	FW Cook Funerals	Grave space & interment fee	500.00																												
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	Co-op Funeral Services	Memorial application fee	140.00	
		Total	640.00	
35.3	<u>To review insurance and assets register to ensure adequate cover</u> Insurance schedule and assets register dated 8 March 2021 had been circulated. The Clerk recommended that no changes are made to the existing cover. Proposed by Cllr Starling that the insurance cover is adequate and does not need to be changed. Seconded by Cllr Pinter. RESOLVED unanimously.			
35.4	<u>To consider two Community Grant applications</u> Both applications had been circulated prior to the meeting. Proposed by Cllr Bailey that the EAG application for <u>£250.17 + VAT for a pond aerator</u> should be approved. Seconded by Cllr Reeves. RESOLVED unanimously. Noted that Crossways Garage had agreed to house the connecting pump in a shed plugged into their electricity supply and the application included £46 to cover their cost for one year. Proposed by Cllr Bailey that the EAG application for <u>£146.82 + VAT for litter picking equipment</u> should be approved. Seconded by Cllr Starling. RESOLVED unanimously.			
35.5	<u>To consider paying for Youth questionnaire insert in April/May Journal</u> Draft questionnaire had been circulated prior to the meeting. Cllr Pinter highlighted the importance of gauging the needs of young people in the village, particularly as there had been no youth provision for the last 12 months, due to the pandemic. The feedback from this questionnaire would also be useful if the community facility in the old pre-school building is able to progress. Proposed by Cllr Pinter that the PC should fund 1,000 copies of an A5 flyer to be inserted in the journal costing approx. <u>£38</u> . Seconded by Cllr Starling. RESOLVED unanimously.			
35.6	<u>To consider continuing with CAPALC membership and data protection service.</u> Proposed by Cllr Butlin that the 2021-22 CAPALC membership fee of <u>£454.42</u> and data protection officer scheme of <u>£50</u> should be paid. Seconded by Cllr Pinter. RESOLVED unanimously.			
21/36	<b>DATE OF NEXT MEETING</b>			
	Parish Council – Monday 12 April 2021 Planning meeting – Monday 22 March. If required.			
	<b>The meeting was declared closed at 9.45pm.</b>			