

**Minutes of the Meeting of Oakington & Westwick Parish Council held online using
Zoom due to Covid-19 pandemic
Monday 12 April 2021 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, J Grove, D Reeves, G Butlin, L Navarro, J Bailey, R Pinter. In attendance: Dist Cllr S Cheung Johnson (part meeting). Cnty Cllr P Hudson (part meeting) Clerk: L Lawrence. 6 members of the public. A minute's silence was held in memory of HRH Prince Philip, Duke of Edinburgh who died on 9 April 2021.	
21/37	APOLOGIES FOR ABSENCE Cllr E Warboys (personal)	
21/38	DECLARATIONS OF INTEREST Cllr Butlin declared an interest in item 43.5 as a member of Oakington Retirement Community consortium.	
21/39	PUBLIC OPEN SESSION No questions or comments from members of the public.	
21/40	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 8 MARCH 2021 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.	
21/41	MATTERS ARISING FROM PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) None.	
21/42	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
42.1	<u>East West Rail Consultation</u> Brian Baxter provided a comprehensive report on TAGs monitoring of the proposals and their meeting held with CambsBedRailRoad and Cambridge Approaches who are promoting a Northern route which would see the 'Northstowe' station located in Oakington. Noted that EWR are currently consulting on their preferred southern route option, which will see a new station at Cambourne. A northern route is included in the consultation appendices but had been rejected by EWR as being too expensive and would require extensive building on flood plain. However, our MP Anthony Browne, CBRR and CA are pressing for a northern route to be considered. The Chair and Clerk had also attended parish council webinars on the consultation where EWR were clear that they favoured a southern route. The Chair thanked Brian and TAG for all their hard work pursuing this.	
42.2	<u>Longstanton Road gas pipe work defects</u> Shane Guy (resident) was invited to give a report on his discussions and a meeting held with the Fulcrum manager responsible for the gas pipes installation in Longstanton Road, following complaints about the outcome of the work. Fulcrum have since provided detailed proposals for the reinstatement of the verge outside 19 Longstanton Road and repair of the culvert and shop drain.	

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<p>42.3</p> <p>42.4</p> <p>42.5</p> <p>42.6</p>	<p>They have said this will require a full road closure which would have implications for the shop and White Horse access. Consideration is being given on how to manage this.</p> <p>The Chair thanked Shane for his tremendous work pursuing this.</p> <p><u>County Councillor report</u> Cnty Cllr Hudson's final report as our County Councillor had been circulated. He provided an update on the latest Covid statistics, which are looking much more positive.</p> <p>Highways had cleared 65 drains and gullies in Water Lane and Dry Drayton Road last week. Jonathan Clarke, area maintenance manager had given his undertaking that he will ensure the whole highway drainage system is functioning correctly and any work to achieve this will be made a priority.</p> <p>Cllr Hudson concluded by stating it had been a real pleasure working with the Parish Council and he praised the many village volunteer groups we have.</p> <p>The Chair thanked him for all his work on behalf of our parish, stating he always responded immediately to issues raised and had gone 'above and beyond'.</p> <p><u>District Councillors report</u> Dist Cllr Cheung Johnson reported that she had chased Planning regarding the Cottenham Redrow Homes discharge conditions application, but Highways are still awaiting information from the developer.</p> <p><u>Parish Councillors report</u> Cllr Pinter – CA is planning a scaled down version of village day which will be held on the Rec on 10th July.</p> <p>Cllr Starling – TAG minutes had been circulated. Discussion included 2021-22 LHI application proposal for a 20mph limit, cycleway plans, A14 Legacy Fund, traffic and pollution monitoring and EastWest rail.</p> <p>Cllr Butlin – reported it is questionable whether Homes England will be putting a flood attenuation pond on the former Tomato Farm site now, although there had been no official confirmation of this.</p> <p>The removal of green vegetation from the village pond had been postponed as a moorhen had laid eggs there. The aeration pump is currently out of stock.</p> <p>An 'Open Spaces' project update report had been circulated. The timetable has been delayed due to difficulty getting the EA to provide required flood level information. It is likely the FCC funding application will be submitted in October now, rather than August.</p> <p>Cllr Reeves – report on Gypsy, Roma and Traveller culture training had been circulated.</p> <p><u>Clerk's report</u> Website host (Vision ICT) is not responding to requests for support with queries raised by Government Digital Services regarding the website accessibility statement. Clerk will continue to pursue this as it must be resolved to the satisfaction of GDS.</p> <p>The commemorative picnic table donated by the mask making group had been ordered and will be installed in the orchard on delivery.</p>	<p>Clerk</p>
<p>21/43</p> <p>43.1</p>	<p>PLANNING MATTERS</p> <p><u>Applications requiring a decision:</u> <u>21/00775/HFUL – 24 Longstanton Road – single storey front extension.</u> RESOLVED unanimously to make <u>no recommendation</u>. No comments. <u>21/00303/HFUL – 26 Longstanton Road – single storey front/side extension.</u> RESOLVED unanimously to make <u>no recommendation</u>. Comment that the PC notes the FRA comment regarding soakaways together with a rainwater butt as being a viable and proportionate SuDS solution. The PC notes that the Drainage officer has assessed the development as being acceptable, subject to the imposition of conditions regarding surface water drainage which the PC supports.</p>	

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	<p><u>21/00781/HFUL – Foxelwood Station Road, Westwick - renovation of existing timber barn to home office and summer room. Construction of new car port & two garages.</u> RESOLVED unanimously to make <u>no recommendation</u> Comment that the PC supports the Trees officer request for more detail on the trees to be removed and Highways condition that the proposed driveway be constructed so that its falls and levels are such that no private water from the site drains across or onto the adopted public highway. Note also that there are no measurements on the proposed plans.</p> <p>43.2 <u>Applications to note only</u> None received.</p> <p>43.3 <u>Applications decisions</u> None received.</p> <p>43.4 <u>To receive a report from Cllr Navarro on a proposal for all the County Council owned Greater Cambridge Partnership Local Plan sites to be designated as 'conservation' sites.</u> Cllr Navarro had circulated a brief written report shortly before the meeting. He spoke to his proposal for the PC to formally request that Cambridgeshire County Council ensures that the land they own in the village is designated as conservation sites and that the PC works with other local community groups to progress funding options and secure expertise with the aim of establishing natural and viable conservation sites on the allocated land. After a lengthy discussion, a number of councillors indicated support in principle. However, it was felt that was insufficient information for a formal proposal to be considered at this stage. It was agreed that a working group of those interested in pursuing this would produce a detailed report to enable an informed discussion to take place at the June meeting.</p> <p>43.5 <u>To consider a request from the trustees of Oakington Retirement Community to defer a decision on the proposal for the Local Plan site to the rear of Saxon/Meadow Farm Close to be designated as a 'conservation' site until the ORC proposal is brought to a future meeting.</u> Item was no longer required as there was no formal proposal tabled at item 43.4.</p>	June agenda
21/44	<p>GREEN PLAN MATTERS</p> <p>44.1 <u>To consider making an application for a Zero Carbon Communities grant</u> Chair had contacted SCDC to enquire if electric vehicle charging points would be funded under this scheme. Siobhan Mellon, Development Officer had advised that Government grants (via Energy Saving Trust) are available to parish councils to cover 75% of the cost of EV charging points for public use, up to a maximum of £7,500. They need to be accessible to the public 24 hours a day. Noted that this is something that could be pursued separately. The deadline for the ZCC grant is 30th July. Councillors were asked to circulate any ideas for consideration at the May meeting.</p>	All May agenda
21/45	<p>OPEN SPACES/RECREATION GROUND MATTERS</p> <p>45.1 <u>To consider action to take regarding more debris from EA clearance work being placed in brook causing potential water flow blockage</u> Mansel Farm tenant farmer had reported that more tree debris had been put in the brook. Andrew Dennis (FMG) had visited the site today and coincidentally saw EA operatives who were inspecting the brook for obstructions. He showed them the wood debris and they committed to clearing it within the next week and will ask a manager if he will allow them to bring a trailer on site to take away the debris away from the Rec side bank. Andrew reported that some of the larger logs put in in the brook were from the tenant farmer's land and he understood they had</p>	

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45.2	<p>been left there for him to deal with. It was agreed to write to him to ask if he is planning to remove them as this may help prevent this issue from reoccurring.</p> <p><u>Obstruction on The Drift off Cambridge Road. To consider payment of a solicitor's services up to a maximum of £500.</u></p> <p>The landowner who arranged for the gate to be installed had responded positively to a letter sent to him asking to modify the gate to allow pedestrian access, whilst preventing vehicle access. It had been put there due issues with fly tipping, but his intention was not to prevent access to walkers. He planned to move the gate this week and leave a gap around the side wide enough for pedestrians.</p> <p>Noted that the land previously used for growing raspberries is being cleared but some of the plastic has ended up in the ditch</p>																																																				
21/46	<p>FINANCE MATTERS</p>																																																				
46.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>CAPALC</td> <td>Affiliation & DPO fee</td> <td>504.42</td> </tr> <tr> <td>Cambs County Council</td> <td>2019-20 LHI & yellow lines</td> <td>1500.00</td> </tr> <tr> <td>SSE Southern Electric</td> <td>Street lighting 2 Feb-1 March</td> <td>64.03</td> </tr> <tr> <td>Print-Out</td> <td>Open Spaces project flyers</td> <td>38.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1068.12</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>171.30</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>160.07</td> </tr> <tr> <td colspan="3">Multipay Charge Card</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>Safety Supply Co</td> <td>Litter picking equipment</td> <td>135.54</td> </tr> <tr> <td>Jax First Aid</td> <td>His Vis vests</td> <td>39.86</td> </tr> <tr> <td>HM Land Registry</td> <td>Land ownership search</td> <td>3.00</td> </tr> <tr> <td>Thesaurus Software</td> <td>Brightpay payroll software</td> <td>58.80</td> </tr> <tr> <td>Amazon</td> <td>Stationery</td> <td>20.83</td> </tr> <tr> <td>Total</td> <td></td> <td>3811.36</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Reeves. Seconded by Cllr Bailey. RESOLVED unanimously.</p>	CAPALC	Affiliation & DPO fee	504.42	Cambs County Council	2019-20 LHI & yellow lines	1500.00	SSE Southern Electric	Street lighting 2 Feb-1 March	64.03	Print-Out	Open Spaces project flyers	38.00	Salaries	Salaries	1068.12	Expenses	Expenses	30.00	HMRC	PAYE/NI	171.30	NEST	Pension	160.07	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Zoom	Zoom Pro online meetings	14.39	Safety Supply Co	Litter picking equipment	135.54	Jax First Aid	His Vis vests	39.86	HM Land Registry	Land ownership search	3.00	Thesaurus Software	Brightpay payroll software	58.80	Amazon	Stationery	20.83	Total		3811.36	
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21/47	<p>ADMINISTRATION MATTERS</p>																																																				
47.1	<p><u>To consider changing date of the Annual Meeting of the Council to 4th May 2021 to allow it to be held remotely</u></p> <p>Proposed by Cllr Butlin that the meeting should be moved to Tuesday 4th May. Seconded by Cllr Pinter. RESOLVED unanimously.</p>																																																				
47.2	<p><u>To approve a Scheme of Delegation in the event that meetings are not able to be held due to Covid-19 restrictions.</u></p> <p>Proposed by Cllr Reeves that the Scheme of Delegation should be approved. Seconded by Cllr Starling. RESOLVED unanimously.</p>																																																				
21/48	<p>DATE OF NEXT MEETING</p> <p>Parish Council – Tuesday 4 May 2021 Planning meeting – Monday 26 April 2021 – if required.</p>																																																				
	<p>The meeting was declared closed at 9.23pm.</p>																																																				