

**Minutes of the Annual Meeting of Oakington & Westwick Parish Council held  
online using Zoom due to Covid-19 pandemic  
Tuesday 4 May 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, R Pinter. In attendance: Dist Cllr A Malyon (part meeting). Clerk: L Lawrence. 2 members of the public. Absent: Cllr J Bailey	
21/49	<b>ELECTION OF CHAIR</b>  Cllr Moore proposed as Chair by Cllr Butlin. Seconded by Cllr Pinter. RESOLVED unanimously. Chair signed Declaration of Acceptance of Office and screen shared it.	
21/50	<b>ELECTION OF VICE CHAIR</b>  Cllr Starling proposed as Vice-chair by the Chair. Seconded by Cllr Butlin. RESOLVED unanimously.	
21/51	<b>APOLOGIES FOR ABSENCE</b>  Cllr E Warboys (personal), Cnty Cllr P Hudson.	
21/52	<b>DECLARATIONS OF INTEREST</b>  None declared.	
21/53	<b>PUBLIC OPEN SESSION</b>  No questions or comments from members of the public.	
21/54	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 12 APRIL 2021</b>  Approval proposed by Cllr Starling. Seconded by Cllr Reeves. RESOLVED unanimously. Minutes will be signed by the Chair as soon as possible outside the meeting.	
21/55	<b>MATTERS ARISING FROM PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>Item Ref 42.2 – Gas Pipe work defeats</u> – Longstanton Road closure to enable rectification of defeats had been delayed until July. However, the contractors will repair the verges on Dry Drayton Road and Longstanton Road this week. <u>Item Ref 45.1 – Brook debris</u> – EAG/PC working parties will clear and remove as much debris as possible from the Rec side of the brook this week. Noted tenant farmer will remove the logs placed along the opposite bank when he has time to do so. <u>Item Ref 45.2 – Obstruction, Cambridge Road drift</u> – noted the gate had been moved and there is now sufficient room for pedestrians to access the drift.	
21/56	<b>OPEN SPACES/RECREATION GROUND MATTERS</b>  56.1 <u>To consider entering into a 'Grass Pitch Maintenance Agreement' with Oakington Vikings Youth FC</u> Frank Pinner was invited to address the meeting on OVYFC FA funding application for maintenance to improve the playing surfaces of the two main pitches. He outlined the work to be done. This can also be viewed via a link to	

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56.2	<p>the pitch inspection report on <a href="http://pitchpower.org.uk">pitchpower.org.uk</a>. Permission was sought from PC in the form of a grass pitch maintenance agreement which would be in place until 2027. Draft agreement had been circulated prior to the meeting. Proposed by Cllr Grove that the agreement should be approved with an additional clause that the PC will inspect the pitches with an OYVFC member on an annual basis to check the work is acceptable. Seconded by Cllr Reeves. RESOLVED unanimously.</p> <p><u>To consider making a funding application for electric vehicle charge points at Rec.</u></p> <p>Chair had received further information on a Government grant scheme which will fund 75% of the cost. The scheme is mainly for areas that lack off-street parking but they will consider applications for local authority car parks, providing there are accessible 24/7. Chair &amp; Clerk are to meet with Whittlesey TC Clerk to obtain further information on the two charge points they have recently had installed in their town hall car park. Item to be brought back to the June meeting for further consideration</p>	June agenda
56.3	<p><u>To consider application from Oakington Community Association to hold a village event on the Rec on 10 July</u></p> <p>Cllr Pinter stated that the proposal is for a daytime village 'picnic' where villagers bring their own food and drink. There will be musical entertainment and possibly some local artists displaying works. This is an opportunity for the community to come together to mark what will hopefully be the end of the pandemic.</p> <p>Proposed by Cllr Butlin that the application should be approved. Seconded by Cllr Reeves. RESOLVED unanimously.</p>	
21/57	<p><b>PLANNING MATTERS</b></p>	
57.1	<p><u>Applications requiring a decision:</u>  <u>21/01602/PRI03Q – Poplar Farm, Dry Drayton Road</u> – prior approval for change of use of agricultural building to 2 dwelling houses</p> <p>Concern was expressed about the potential displacement of the barn owls despite the planned mitigation measures. It was agreed to request extra protection in the form of nesting boxes in the taller trees on the site.</p>	
57.2	<p><u>To consider response to the East West Rail consultation</u></p> <p>Chair stated that EWR is consulting on its two preferred southern route options. There is no northern route proposed. He read out the EWR technical note which states the reasons for rejecting a northern route. However, considerable publicity had been given to the southern route objectors who had proposed a northern route which is not in the consultation.</p> <p>The Chair had attended a public meeting where southern route villagers were allowed to present and he had met with local northern route parishes, including Dry Drayton and Madingley. It was suggested that a group should be formed of northern parish council chairs to dispute the southern route. He had also met with Anthony Browne, MP and County Councillor candidate Tom Bygott. Mr Browne assured him the northern route would not go ahead, but he stated that he wanted the southern villages case to be heard.</p> <p>Noted there are proposals being put forward for a major new development of around 30,000 homes north of the A428 near Cambourne (Harbourne). After some discussion, it was RESOLVED to respond to the consultation as follows; support the two southern routes proposed by EWR and object to a northern route being considered. It was also agreed to state that the PC remains unconvinced by the business case for an Oxford to Cambridge rail link.</p>	
21/58	<p><b>TO ELECT MEMBERS OF PERSONNEL COMMITTEE AND TO REVIEW ITS TERMS OF REFERENCE</b></p>	

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	Proposed by the Cllr Grove that the following councillors should be elected to the Personnel Committee for 2021-22; Cllr Starling, Cllr Pinter, Cllr Grove, Cllr Warboys and Cllr Navarro. Seconded by Cllr Reeves. RESOLVED unanimously. Terms of reference were reviewed and no amendments were put forward. Clerk to call a Personnel Committee meeting where a chair will need to be elected and a date set to undertake the Clerk's annual appraisal.	Clerk																																										
21/59	<b>TO APPOINT MEMBER REPRESENTATIVES ON OTHER PARISH GROUPS.</b>  Proposed by Cllr Starling, seconded by Cllr Pinter and RESOLVED unanimously to appoint the following: Environment Action Group (EAG) – Cllr Butlin Flood Mitigation Group (FMG) - Chair Transport Action Group (TAG) – Cllr Starling Oakington & Westwick Neighbours (OWN) – Cllr Grove Pavilion Management Committee – Cllr Starling, Chair Community Association – Cllr Pinter (Oakington Charities – deferred to June meeting when the two PC trustees Cllrs Grove and Bailey will provide a report on how the charity is run and its charter)	June agenda																																										
21/60	<b>TO APPOINT OFFICERS AND MEMBERS WITH SPECIFIC AREAS OF RESPONSIBILITY</b>  Proposed by Cllr Starling, seconded by Cllr Pinter and RESOLVED unanimously to appoint the following: Responsible Financial Officer – Clerk Northstowe – Chair, Cllr Starling Recreation Ground/Cemetery/Play area/orchard – Cllr Warboys Open Spaces – Cllr Butlin Tree Warden – Cllr Grove Mill Road Orchard – Cllr Grove Emergency Plan – Cllr Reeves Youth provision – Cllr Navarro																																											
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61.1	<u>To approve payment of outstanding accounts due</u> <table border="0"> <tr> <td>SSE Southern Electric</td> <td>Street lighting energy 2.3.21-1.4.21</td> <td>69.77</td> </tr> <tr> <td>Brookfield Contracting</td> <td>March grass cutting</td> <td>370.80</td> </tr> <tr> <td>S Moore</td> <td>Chair's allowance 2020-21</td> <td>200.00</td> </tr> <tr> <td>ICO</td> <td>Data protection registration fee</td> <td>40.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>956.86</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>14.33</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>Microsoft 365</td> <td>Annual subscription</td> <td>59.99</td> </tr> <tr> <td>Malwarebytes</td> <td>Anti-virus protection</td> <td>29.99</td> </tr> <tr> <td>Total</td> <td></td> <td>1917.19</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Grove. RESOLVED unanimously.</p>	SSE Southern Electric	Street lighting energy 2.3.21-1.4.21	69.77	Brookfield Contracting	March grass cutting	370.80	S Moore	Chair's allowance 2020-21	200.00	ICO	Data protection registration fee	40.00	Salaries	Salaries	956.86	Expenses	Expenses	30.00	HMRC	PAYE/NI	14.33	NEST	Pension	128.06	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Zoom	Zoom Pro online meetings	14.39	Microsoft 365	Annual subscription	59.99	Malwarebytes	Anti-virus protection	29.99	Total		1917.19	
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61.3	<u>To approve 2020-21 accounts</u> Full accounts were circulated prior to the meeting. Bank reconciliation, Receipts & Payments Account, I&E Account and Balance Sheet were shown via screen																																											

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61.4	<p>at the meeting. Approval proposed by Cllr Butlin. Seconded by Cllr Starling. RESOLVED unanimously.</p> <p><u>To approve Annual Governance &amp; Accountability Return (AGAR) Section 1- Annual Governance Statement 2020-21</u></p> <p>Each item was considered in turn and agreed as 'Yes'. Approval of Annual Governance Statement proposed by Cllr Reeves. Seconded by Cllr Pinter. RESOLVED unanimously</p>	
61.5	<p><u>To approve AGAR Section 2 – Accounting Statements 2020-21</u></p> <p>Draft Accounting Statements had been circulated and were shown via screen at the meeting. Clerk stated these are produced on a Receipts &amp; Payments basis. Approval proposed by Cllr Starling. Seconded by Cllr Pinter. RESOLVED unanimously</p>	
61.6	<p><u>To agree dates for the period for the period of Public Rights and publication of Unaudited Annual Governance &amp; Accountability Return</u></p> <p>On recommendation from the Clerk it was proposed by Cllr Navarro that the period should be from 14 June 2021 to 23 July 2021. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	
61.7	<p><u>To appoint an internal auditor for 2021-22</u></p> <p>Proposed by Cllr Starling that LGS Services should be appointed as internal auditor for 2021-22. Seconded by Cllr Butlin. RESOLVED unanimously. Noted that the fee will be £125 + VAT.</p>	
61.8	<p><u>To review fees charged for 2021-22</u></p> <p>Noted that the £10 per hour fee for the use of the Rec by businesses had been omitted from the fees list in 2020-21. Proposed by Cllr Pinter that all fees should remain unchanged. Seconded by Cllr Reeves. RESOLVED unanimously.</p>	
61.9	<p><u>To agree level of Chairman's allowance for 2021-22</u></p> <p>Proposed by Cllr Butlin that this should remain at £200. Seconded by Cllr Starling. RESOLVED unanimously.</p>	
61.10	<p><u>To review and approve Councillors as bank signatories on all bank accounts</u></p> <p>Proposed by Cllr Reeves that the bank signatories should remain as Cllrs Moore (Chair), Starling, Grove and Bailey. RESOLVED unanimously.</p>	
21/62	<p><b>ADMINISTRATION MATTERS</b></p>	
62.1	<p><u>To review and approve Standing Orders</u></p> <p>On recommendation from the Clerk, it was proposed by Cllr Reeves that no changes should be made to Standing Orders. Seconded by Cllr Starling. RESOLVED unanimously.</p>	
61.2	<p><u>To review and approve Financial Regulations</u></p> <p>On recommendation from the Clerk, it was proposed by Cllr Reeves that no changes should be made to Financial Regulations. Seconded by Cllr Starling. RESOLVED unanimously</p>	
62.3	<p><u>To review and approve Risk Assessment</u></p> <p>Proposed by Cllr Reeves that the Risk Assessment should be approved as amended. Seconded by Cllr Starling. RESOLVED unanimously.</p>	
62.4	<p><u>To review and approve Freedom of Information Publication Scheme</u></p> <p>Proposed by Cllr Reeves that the FOI publication scheme should be approved as amended. Seconded by Cllr Starling. RESOLVED unanimously.</p>	
21/63	<p><b>DATE OF NEXT MEETING</b></p> <p>Monday 14 June 2021, at Oakington Sports Pavilion main hall.</p>	
	<p><b>The meeting was declared closed at 9.03pm</b></p>	