

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 12 July 2021 at 7.30pm**

Agenda No:		Action
	Present: Cllrs T Starling (Chair), J Grove, D Reeves, G Butlin, L Navarro, E Warboys, J Bailey. In attendance: Dist Cllr Cheung Johnson (part meeting) Clerk: L Lawrence 1 member of public.	
21/75	APOLOGIES FOR ABSENCE Cllr S Moore, Cllr R Pinter, Cnty Cllr F Thompson, Dist Cllr A Malyon	
21/76	DECLARATIONS OF INTEREST None declared.	
21/77	PUBLIC OPEN SESSION Andrew Dennis (FMG) reported that he had received a response from the A14 team project manager regarding the final restoration plan for Borrow pit No 6. There is no highway runoff piped to the pit, rather it is being attenuated in the ponds constructed beside the A14 before being discharged into the ditch system to Beck Brook at Girton. There is also no overflow discharge from the pit (at this time) into the surrounding ditch system. It will be a simple flood pond. Andrew had followed this up with a request for a record of the A14 mitigation ponds.	
21/78	TO APPROVE MINUTES OF THE MEETING HELD 14 JUNE 2021 Approval proposed by Cllr Warboys. Seconded by Cllr Bailey. RESOLVED unanimously. Minutes were signed by the Chair.	
21/79	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) None.	
21/80	REPORTS	
80.1	<u>County Councillor's report</u> Joint CCC/DC report had been circulated. Cllr Thompson had sent her apologies. Clerk to ask her how CCC proposes to use the £6.3 million budget underspend. Could it be used to sort Highways issues?	Clerk
80.2	<u>District Councillors' report</u> Cllr Cheung Johnson had no updates on the joint report. Noted that permanent barriers would be installed along Airfield Road, allowing access for pedestrians, cyclists and equestrians. Cllr Reeves asked if there are plans to maintain the road surface between the barriers. Cllr Cheung Johnson confirmed the whole stretch will be maintained, but there is not much detail on how yet.	
80.3	<u>Parish Councillors reports</u> Cllr Reeves had attended a 'flood' meeting where it was suggested that parish councils consider appointing a flood warden. He didn't think that would be appropriate for Oakington as there is already a comprehensive Emergency Plan in place which detailed responsibilities in the event of a flood, as well as other emergencies.	

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80.4	<p>Cllr Grove reported that the next OWN meeting is 14 July but there were no issues to report.</p> <p>Cllr Butlin reported that EAG had met on 30th June. Chair will be writing to CCC regarding verge maintenance. Volunteer support for the open spaces project maintenance had been agreed.</p> <p>Cllr Starling had attended the 6th July TAG meeting. Minutes had been circulated. Discussion included the LHI application, HGVs through the village, A14 legacy fund plans. He and the Clerk had attended the quarterly Highways meeting to discuss all outstanding issues. Cnty Cllr Thompson had subsequently set up spreadsheets for each parish to add updates. She is currently meeting with the LHO on a monthly basis. Noted contractors had painted double yellow lines along Longstanton Road in error. They are proposed as phase two of the cycleway plans and will be consulted on as they require a Road Traffic Order. Cllr Bailey asked if the 'keep clear' lines at the junction of Orchard Way could be repainted as part of these plans. Cllr Starling will ask if they can be done as part of the A14 legacy fund work.</p> <p><u>Clerk's report</u></p> <p>The Pavilion building energy survey application had been successful. Clerk is awaiting contact from PECT regarding the site visit.</p> <p>A refund of £178.08 had been received from SSE Electric in respect of street lighting energy overcharge as SCDC had installed LEDs in December 2020. There had been lots of positive comments received about the cemetery paths.</p>	Cllr Starling
21/81	<p>PLANNING MATTERS</p> <p>81.1 <u>Applications requiring a decision:</u> None received.</p> <p>81.2 <u>Responses to applications made under temporary Scheme of Delegation:</u> <u>21/02729/PRIO1A – 30 Cambridge Road</u> – prior notification for single storey side and rear extension. <u>Object.</u> Comments: 1. The 2m high fence would be replaced by a 3m high wall of 21m in length. This would severely restrict the light entering the windows of the adjacent property. 2. The length and extent of the extension is out of keeping with properties in the locality. 3. As the property is in flood Zone 3 and the proposed extension covers an additional 57 square metres that a flood risk assessment should be carried out. Flood resilience measures should also be incorporated into the design. 4. To reduce load on the surface water drains the extension should drain into a dedicated soak-away.</p> <p>81.3 <u>Applications to note only</u> <u>21/02736/FUL -Oakington Recreation Ground</u> – development of perimeter path, a grassy play mount, a natural play area, sheltered seating and associated landscaping.</p> <p>81.4 <u>Applications decisions received</u> <u>21/00363/HFUL – 41 Cambridge Road</u> – single storey annexe to rear. <u>Approved</u> <u>21/00364/HFUL – 41 Cambridge Road</u> – single storey & two storey rear extension. <u>Withdrawn</u></p> <p>81.5 <u>To consider and agree response to Millen Homes regarding potential development on land at rear of Manor Farm Close.</u> Draft response had been circulated. Approval proposed by Cllr Navarro. Seconded by Cllr Bailey. RESOLVED unanimously.</p> <p>81.6 <u>To consider and agree response to Anthony Browne's East West Rail survey</u> Draft response had been circulated. Approval proposed by Cllr Reeves. Seconded by Cllr Navarro. RESOLVED unanimously.</p>	

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21/82	FINANCE MATTERS																																					
82.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Southern Electric</td> <td>Street lighting energy 5.5.21-1.6.21</td> <td>64.03</td> </tr> <tr> <td>Brookfield Contracting</td> <td>June grass cutting</td> <td>1092.00</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Quarterly account fee</td> <td>18.00</td> </tr> <tr> <td>LGS Services</td> <td>Internal audit fee</td> <td>150.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>933.86</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>37.33</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>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>2470.67</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Bailey. Seconded by Cllr Reeves. RESOLVED unanimously.</p>	SSE Southern Electric	Street lighting energy 5.5.21-1.6.21	64.03	Brookfield Contracting	June grass cutting	1092.00	Unity Trust Bank	Quarterly account fee	18.00	LGS Services	Internal audit fee	150.00	Salaries	Salaries	933.86	Expenses	Expenses	30.00	HMRC	PAYE/NI	37.33	NEST	Pension	128.06	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Zoom	Zoom Pro online meetings	14.39	Total		2470.67	
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82.3	<p><u>To report on the 2020-21 Internal Audit</u></p> <p>Report had been circulated. Noted AGAR boxes 1-6 do not equal Box 7/8 by £1 due to rounding. Financial Regulations had been updated after year end to include provision for online banking and charge card. Appraisal system will be put in place this year. Clerk to call a Personnel Committee meeting.</p>	Clerk																																				
21/83	HIGHWAYS MATTERS																																					
83.1	<p><u>To consider and agree response to A14 Legacy Fund final designs for traffic calming measures</u></p> <p>Designs had been circulated. Chair reported that three of the requested speed humps had been removed from the final plans and disappointingly the budget had been reduced from £42,000 to £30,000. Approval of the plans proposed by Cllr Navarro. Seconded by Cllr Warboys. RESOLVED unanimously.</p>																																					
83.2	<p><u>To consider and agree response to Local Cycling & Walking Infrastructure Plan consultation</u></p> <p>It was agreed to request cycleways along Dry Drayton Road to the new local access road and from the Busway to junction of Mill Road.</p>																																					
21/84	OPEN SPACES/RECREATION GROUND MATTERS																																					
84.1	<p><u>To consider making a commitment to maintain the new features of the Open Spaces project and include the predicted cost in the 2022/23 budget</u></p> <p>Cllr Butlin had circulated a project update report. He had today submitted 12 RFQs to 9 local suppliers. Quotes will need to be submitted with the funding applications around 1st September, if the timetable goes according to plan. The Clerk confirmed the quotes can be approved under the Scheme of Delegation and reported on at the 13th September meeting. Cllr Butlin will arrange to meet with the Chair and Clerk in late August to discuss this. It was proposed by Cllr Reeves that the PC should make a formal commitment to maintain the features of the Open spaces project and include £1,000 in the 2022-23 budget for maintenance. Seconded by Cllr Bailey. RESOLVED unanimously. Noted the budget may need to be adjusted each year depending on cost.</p>	Cllr Butlin/ Chair./Clerk																																				

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84.2	<u>To consider continuing to fund the Oakrec.org website</u> Noted the monthly cost is £13. Cllr Butlin reported that it had provided a good level of response in support of the project. Proposed by Cllr Navarro that the website should be allowed to continue for two more months. Seconded by Cllr Warboys. RESOLVED unanimously.	
84.3	<u>To consider investigating different styles, material and costs for two permanent Rec orchard signs, based on the existing temporary signs</u> It was agreed that Cllr Warboys should investigate options for replacing the laminated signs and obtain quotes for the September meeting.	Cllr Warboys Sept agenda
21/85	COMMUNITY MATTERS	
85.1	<u>To consider being involved in the planned celebration of Oakington Primary School's 150th birthday on 24 September</u> Agreed in principle. Cllr Starling to write to the headteacher to ask how the PC can support the celebration.	
21/86	DATE OF NEXT MEETING	
	Monday 13 September 2021, 7.30pm, at Oakington Sports Pavilion.	
	The meeting was declared closed at 8.25pm.	