

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 11 October 2021 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair) T Starling, D Reeves, G Butlin, E Warboys, J Bailey, R Pinter. In attendance: Cnty Cllr F Thompson (part meeting), Dist Cllr A Malyon (part meeting) Clerk: L Lawrence No members of the public.	
21/98	APOLOGIES FOR ABSENCE Cllr J Grove (personal)	
21/99	DECLARATIONS OF INTEREST None declared.	
21/100	TO REPORT ON RESIGNATION OF LUIS NAVARRO AS A PARISH COUNCILLOR Clerk reported the vacancy notice had been posted on village notice board and the website. If no ten electors request an election, the casual vacancy can be filled by co-option.	
21/101	PUBLIC OPEN SESSION None present.	
21/102	TO APPROVE MINUTES OF THE MEETING HELD 13 SEPTEMBER 2021 Approval proposed by Cllr Reeves . Seconded by Cllr Warboys. RESOLVED unanimously. Minutes were signed by the Chair.	
21/103	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item ref 96.2 – Six free trees</u> Sorbus Hupehensis proposed by Cllr Reeves. Seconded by Cllr Warboys. RESOLVED unanimously. Recreation Ground roadside verge near railway track was the preferred planting location. Noted trees are to be delivered week commencing 6 December. Cllr Butlin will ask EAG if they will plant them. Post meeting note – Sorbus Hupehensis was unavailable. Order placed for 3 x Rowan, 3 x Alder.	Cllr Butlin
21/104 104.1	REPORTS <u>County Councillor's report</u> Joint written report had been circulated and added to website. Cllr Thompson reported that she had arranged a requested meeting with CCC officers to discuss the SARE, flooding and other CCC matters. A Homes England meeting/Northstowe site visit is planned with Longstanton PC for 12 November. Cllr Starling expressed concern about the lack of forward planning with Highways budgets and it would be useful to have some timescales for work needed. Cllr Thompson responded that CCC is currently expecting to carry forward a £60 million+ deficit to 2022-23, so there is no money to undertake all the work required. However, the District Highways Manager had confirmed the Westwick footway work is on the list to put forward for any underspends.	

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019. All decisions are taken using that power unless otherwise stated.

1

<p>104.2</p>	<p>Decentralisation of budgets is being considered, where local meetings will be held to discuss what the budget should be spend on locally. This will go to full council in March 2022.</p> <p>The SARW should open in November. They are unable to allow use of the cycleways until the road is opened.</p> <p>The Chair noted the comment regarding grass verge maintenance in the report. The PC will look at this again in consultation with EAG.</p> <p>Noted that the County Council is to prepare an application to the Secretary of State for a Special Enforcement Area, to introduce civil parking enforcement in South Cambridgeshire.</p> <p>Cllr Bailey reported that there are several lights out at the Busway stop. Cllr Thompson will look into this.</p> <p><u>District Councillors' report</u></p> <p>Cllr Reeves expressed concern about the new Local Plan proposals for more housing; in particular the need to resolve the electricity/ water issues in this area first and the planned new development of 20 houses in Oakington. Cllr Malyon responded that water is a particular issue in South Cambs and anything delivered in the Local Plan would be contingent on improving water supply. SCDC had written to the Secretary of State to this effect, asking what will be done to address the issue. Both District Councillors and Cnty Cllr Thompson are opposed to the 20 houses development. They have requested a specific meeting for Oakington so that Greater Cambridge Partnership can justify to residents why the land was included in the draft plan. Noted the public consultation commences on 1st November.</p> <p>The Chair complimented them on their work pursuing Northstowe impact piling enforcement action.</p> <p>The Chair is to attend a joint local parishes meeting with Stagecoach. Noted that buses are still full in rush hour by the time they reach Oakington and are often unable to pick up passengers at our stop.</p>	<p>Cllr Thompson</p>
<p>104.3</p>	<p><u>Parish Councillors reports</u></p> <p>Cllr Starling had attended the Pavilion Committee AGM/committee meeting. Officers were reappointed en bloc.</p> <p>TAG minutes had been circulated.</p> <p>Cllr Starling reported that the pavilion CCTV DVR had developed a fault. The current contractor had quoted a minimum of £320 for a site visit to assess it. The Clerk had obtained a £95 quote from Alarm Maintenance Company. It was proposed by Cllr Butlin that the Clerk and Cllr Starling should be given delegated authority to take any action necessary to resolve the issue. Seconded by Cllr Bailey. RESOLVED unanimously.</p> <p>Cllr Butlin reported that he is finding it difficult to get contractors to supply quotes for the Open Spaces project and he is still working on resolving the EA's Flood Risk Assessment concerns and the ecology issues. He is concerned that the deadline for the funding application may not be met.</p> <p>EAG had left the summer planting in the containers and are looking at alternative plants for winter.</p> <p>They are thinking about succession planning for the group and are looking at holding an information/social evening for helpers. Cllr Butlin had suggested EAG consider applying for a community grant to fund this.</p> <p>Cllr Reeves had undertaken a play area inspection today and reported that all is in good order, but the equipment needs to be cleaned. It was agreed to form a small working group to do this.</p> <p>Cllr Pinter reported that, regrettably, the CA had decided to cancel the bonfire event planned for 6 November. The committee was not prepared to take the financial risk if the event needed to be cancelled at short notice due to the pandemic. The October/November journal had included 4-page commemoration of the school's 150th anniversary celebrations.</p>	

104.4	<p>Chair, Clerk, Andrew Dennis and Jim Bryant had attended a meeting with Andrew Thompson (Northstowe Principal Planner) to discuss flood attenuation, Section 106 and SARE. The Chair reported that Andrew Thompson provided full replies to questions but there was no new information. He made it clear there would be no Section 106 money from Phase 3 and flood attenuation would be conditioned as part of the planning consent instead. Noted that Tam Parry, CCC had made the recommendation the SARE should join the A1307 rather than Dry Drayton Road. Chair also raised concern about the permanent nature of the 'haul' road which did not appear on the original plans. Andrew Thompson responded that the road is not permanent and it is normal to construct them with lighting.</p> <p>Cllr Butlin expressed concern that Homes England will not engage with the PC or answer questions about the Tomato Farm land proposals and flood attenuation. He asked our District Councillors to put pressure on them to respond. Noted that Philip Harker had categorically stated at an Oakington public meeting that the site would be used for flood attenuation. Dist Cllr Malyon responded that they had also asked repeatedly without success and had just had been told by Homes England that the land is 'part of the delivery of Northstowe' They will keep pursuing it.</p> <p>Noted that Cllr Grove had submitted a written report on history and structure of the Oakington Charities.</p> <p><u>Clerk's report</u> None.</p>																																								
21/105 105.1 105.2 105.3	<p>PLANNING MATTERS</p> <p><u>Applications requiring a decision:</u> <u>21/04001/HFUL – 51 High Street</u> – single storey front extension, single storey rear extension and garage conversion. RESOLVED unanimously to make <u>no recommendation</u> or comment. <u>21/04140/FUL – Slate Hall Farm. Dry Drayton Road</u> – change of use from C3 Residential to Multiple Occupation house for 8 persons. RESOLVED unanimously to make <u>no recommendation</u> or comment. <u>1/04318/HFUL – 3 Saxon Close</u> - two storey side extension RESOLVED unanimously to make <u>no recommendation</u> . Comment that no dimensions had been supplied with the application, so an informed decision could not be made.</p> <p><u>Applications to note only</u> <u>21/1166/TTCA – Westwick Hall Farm</u> – fell five diseased/dead elms.</p> <p><u>Applications Decisions</u> None received.</p>																																								
21/106 106.1	<p>FINANCE MATTERS</p> <p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street Lighting 3.8.21-1.9.21</td> <td>19.08</td> </tr> <tr> <td>Miles Water Engineering</td> <td>Open Spaces survey & design work</td> <td>840.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting, September</td> <td>721.20</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Orchard grass cutting</td> <td>240.00</td> </tr> <tr> <td>PKF Littlejohn</td> <td>External audit fee</td> <td>360.00</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 Pro</td> <td>Online meetings (monthly charge)</td> <td>14.39</td> </tr> <tr> <td>Total</td> <td></td> <td>3326.92</td> </tr> </table>	SSE Electric	Street Lighting 3.8.21-1.9.21	19.08	Miles Water Engineering	Open Spaces survey & design work	840.00	Brookfield Contracting	Grass cutting, September	721.20	Brookfield Contracting	Orchard grass cutting	240.00	PKF Littlejohn	External audit fee	360.00	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 Pro	Online meetings (monthly charge)	14.39	Total		3326.92	
SSE Electric	Street Lighting 3.8.21-1.9.21	19.08																																							
Miles Water Engineering	Open Spaces survey & design work	840.00																																							
Brookfield Contracting	Grass cutting, September	721.20																																							
Brookfield Contracting	Orchard grass cutting	240.00																																							
PKF Littlejohn	External audit fee	360.00																																							
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 Pro	Online meetings (monthly charge)	14.39																																							
Total		3326.92																																							

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019. All decisions are taken using that power unless otherwise stated. 3

106.2	<p><u>Approval</u> proposed by Cllr Butlin Seconded by Cllr Reeves. RESOLVED unanimously.</p> <p><u>To report on any income received</u></p> <table> <tr> <td>South Cambs DC</td> <td>Precept</td> <td>30612.50</td> </tr> <tr> <td>Total</td> <td></td> <td>30612.50</td> </tr> </table>	South Cambs DC	Precept	30612.50	Total		30612.50	
South Cambs DC	Precept	30612.50						
Total		30612.50						
106.3	<p><u>To note conclusion of 2020-21 audit</u></p> <p>Audit had been concluded with no matters giving cause for concern that the relevant legislation and regulatory requirements have not been met.</p>							
106.4	<p><u>To review 2021-22 budget position and bank reconciliation as at 30 September 2021</u></p> <p>Bank reconciliation and budget figures had been circulated and made available at the meeting. The Clerk detailed the current underspends on some budgets.</p>							
21/107	<p>HIGHWAYS MATTERS</p>							
107.1	<p><u>To consider Cambridge Road shared-use path plans</u></p> <p>Draft plans had been circulated. Noted the path will be 2.5 metres wide. It was agreed to feedback the following concerns to Susan Rooke:</p> <ol style="list-style-type: none"> 1. The very narrow section of footway from the crossroads to the pinch point (next to the new housing development.). Clarification is required on the final width of this pedestrian-only use section of path. 2. The arrangements for cyclists riding from the Oakington crossroads direction to the pinch point, where they will then join the dual-use path. Given the amount and speed of traffic, the PC is concerned that cyclists have to use the road here and asks if it would be possible to widen the footway to allow dual use? 3. The potential hazard of cyclists negotiating the bus shelter. <p>Noted that the yellow lines erroneously painted by the contractors in Longstanton Road form part of this scheme. Cllr Pinter had received letters from a Longstanton Road resident and the hairdressing business, objecting to the lines and commenting that cars are being parked on the other side of the road which they consider to be dangerous.</p> <p>After a lengthy discussion, it was proposed by the Chair that the PC supports the retention of double yellow lines in their current position. Seconded by Cllr Starling. RESOLVED by majority.</p> <p>Noted that residents will be consulted on the Traffic Regulation Order for the permanent installation of the lines. Noted also that there is currently no plan to install double yellow lines on the opposite side of the road.</p>							
107.2	<p><u>To note damage caused to The Drift entrance by sugar beet contractors</u></p> <p>Cllr Reeves had spoken to the contractor and reported it to Highways. The Clerk had also raised it at the Highways meeting on 1st October and the district manager committed to follow it up.</p>							
21/108	<p>OPEN SPACES/RECREATION GROUND MATTERS</p>							
108.1	<p><u>To consider action to take regarding Leylandii alongside Stocks Green</u></p> <p>Noted that the PC had already agreed to apply for planning permission to remove the Leylandii and replace it with a 1.8 metre fence.</p> <p>The Chair reported that he had now received an email from the adjoining residents objecting to the proposal to remove the Leylandii along the track; stating it would impact on their privacy. They have requested that the PC plants fast growing trees/hedging instead of a 1.8 metre fence to provide a minimum 3-metre-high screen. Cllr Warboys stated this is probably the right time to start planning the design of Stocks Green but even if planning permission is obtained for the fence, the PC may not be able to go ahead with this straight away for budget reasons. However, the trees are causing an obstruction problem now and preventing access to a right of way. Visibility is also poor when exiting to the High Street. Therefore, action is required now to rectify this.</p>							

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019. All decisions are taken using that power unless otherwise stated.

4

	<p>After some discussion, it was proposed by Cllr Warboys that quotes should be sought to cut back 6-9 inches from the side of the Leylandii and cut the conifer abutting the footway right back. Seconded by Cllr Butlin. RESOLVED unanimously. The Clerk reported that a Conservation Area tree works application gives 6 weeks' notice of the intention to do the work. There is no fee for this.</p>	
108.2	<p><u>To consider quote for MUGA sand top-up</u> Proposed by Cllr Pinter that Martin Hardy Associates quote for £590 should be accepted. Seconded by Cllr Warboys. RESOLVED unanimously. Noted the quote will be £125 less if only one ton of sand is required.</p>	
108.3	<p><u>To consider amending the grass cutting contract to include cutting the benches side of orchard on a regular basis</u> Cllr Warboys reported that the orchard volunteers had requested that the Cemetery side of the orchard should be cut on a regular basis as the 'secret paths' had not been used as planned and the soil that side is too fertile for wildflowers. This would allow ease of access to the picnic benches too. Brookfield had quoted £50 per cut and thought that monthly cutting would suffice. The other side of the orchard would continue to be maintained as now. Proposed by Cllr Warboys that the contract should be amended to include a monthly full cut of the Cemetery side. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	
21/109	<p>DATE OF NEXT MEETING</p> <p>Monday 8 November 2021, 7.30pm, at Oakington Sports Pavilion.</p> <p>The meeting was declared closed at 9.30pm</p>	