

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 8 November 2021 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore (Chair) T Starling, D Reeves, J Grove, J Bailey. In attendance: Dist Cllr A Malyon (part meeting) Clerk: L Lawrence 1 member of the public.	
21/110	<b>APOLOGIES FOR ABSENCE</b>  Cllr G Butlin (personal), Cllr E Warboys (illness). Cllr R Pinter (personal). Cnty Cllr F Thompson	
21/111	<b>DECLARATIONS OF INTEREST</b>  None declared.	
21/112	<b>PUBLIC OPEN SESSION</b>  No questions or comments from member of the public.	
21/113	<b>TO APPROVE MINUTES OF THE MEETING HELD 11 OCTOBER 2021</b>  Approval proposed by Cllr Starling. Seconded by Cllr Bailey. RESOLVED unanimously. Minutes were signed by the Chair.	
21/114	<b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  None.	
21/115	<b>REPORTS</b>	
115.1	<u>County Councillor's report</u> Cnty Cllr Thompson had sent her apologies. The Chair thanked her for responding to all issues raised. Noted that the gullies had been cleared throughout the village. However, a few of the drains are still completely blocked, particularly in Dry Drayton Road. Clerk to inform Cllr Thompson.	Clerk
115.2	<u>District Councillors' report</u> Dist Cllr Malyon reported that they will present their objections to the Northstowe Phase 3A planning application at the Planning Committee on 16 <sup>th</sup> November. It was agreed that the Chair would submit a written summary, rather than address the Committee as the 3-minute slot is insufficient to cover all the objections. Greater Cambridge Partnership had not been able to offer a specific Local Plan meeting for Oakington. However, Cllr Tumi Hawkins, Cabinet Member for Planning had offered to brief the PC at a meeting. As she is unable to attend the 22 <sup>nd</sup> November Planning meeting, it was agreed to arrange a separate online meeting with her. Noted that Andrew Thompson, Northstowe Principal Planning officer had left SCDC on 5 <sup>th</sup> November. In response to a question from Cllr Reeves on water capacity, Cllr Malyon agreed to seek further information on the water strategy in relation to the number of new homes proposed. The issue had been raised at national level.	
115.3	<u>Parish Councillors reports</u> Cllr Reeves had kindly started to clean some of the mildew off the play equipment. He thought it would take a small working party around 2 hours to	

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115.4	<p>complete the job. The Clerk reported that the annual play area inspection is booked for the 9<sup>th</sup> November.</p> <p>Cllr Grove reported that the OWM AGM will take place on 15<sup>th</sup> November. A new 'Sustainable Oakington &amp; Westwick' group had been formed.</p> <p>Cllr Butlin had submitted a written update on the Open Spaces project. Due to flood risk assessment and ecology issues, it is unlikely that the grant application will be able to be submitted by 1<sup>st</sup> December. The next funding deadline is 1<sup>st</sup> March 2022.</p> <p>The Chair reported on the meeting held on 21<sup>st</sup> October with CCC officers; Hilary Ellis (Flood Risk manager), Tam Parry (Principal Transport Officer for Northstowe) and Nigel Eggar (Highways Development Manager). The discussion included:</p> <p><u>Phase 3 Flood attenuation/A14 flooding</u> – Hilary Ellis committed to look into the concerns raised and report back.</p> <p>The Clerk had sent her further details of the blocked piped ditch outflow in Gatehouse Road (including photos) as she had agreed to follow up with the riparian owner.</p> <p><u>SARE</u> – it seems certain it will come out on to new roundabout near the business park on Dry Drayton Road. There is currently no other option on the table as the option of going to the current A1307 roundabout would require the develop to buy land from the County Council and a farmer landowner.</p> <p><u>New footpaths</u> – one from the end of The Drift to Dry Drayton is likely to go ahead. Tam Parry and James Stringer (Asset Information Definitive Maps officer) are supportive of a footpath from Poplar Cottages, Dry Drayton Road to Cambridge Road. However, the landowner (St Johns College) has put a notice up asking people not to use the track. If it can be established that it has been used by the public as a right of way for 20 years or more, this can be challenged. Chair will put a note in the next journal asking people to come forward if they walk this route.</p> <p><u>'Airfield' Road</u> – there is no money in the budget for infrastructure except the Pegasus crossings and gates.</p> <p><u>Cottenham to Oakington Cycleway</u> – Tam has forwarded concerns about the very poor condition of the Westwick footway to the GCP and asked if reconfiguration of the path can be included in the plans.</p> <p><u>A14 Legacy Fund</u> - currently still on schedule for speed reduction measures to be installed in March 2022. The outcome of the safety assessment should be known this month.</p> <p><u>Crossroads traffic lights</u> – the signals engineer had confirmed there are no plans to change them. Noted the lights are already at capacity at peak hours.</p> <p>Chair also reported that Nick Harrison had completed the designs for the village information boards and is liaising with EAG.</p> <p><u>Clerk's report</u></p> <p>Street naming had notified the property numbers for the new development at the Crossroads. The building on Cambridge Road will be known as Orchard Mews. The Parish Councillor vacancy had been advertised with a deadline of 30<sup>th</sup> November.</p> <p>The 2022-23 Parish Precept notification letter had been received giving a deadline of 24<sup>th</sup> January to set the Precept. Noted the estimated number of Band D equivalent properties is 598.6 (593.8 in 2021-22). A budget of up to £2,500 needs to be set in case of a contested election in May 2022.</p> <p>The Clerk had met with David Line from PECT online to discuss the Pavilion energy survey and various possible options to improve energy efficiency. He will arrange a site visit in the new year.</p>	
21/116	<b>PLANNING MATTERS</b>	

116.1	<u>Applications requiring a decision:</u> None received.	
116.2	<u>Applications to note only</u> <u>S/4116/18/CONDB – Cottenham Grove</u> - updated traffic management plan which includes a stipulation that construction vehicles must route via the B1049 rather than Oakington.	
116.3	<u>S/03553/FUL – 39 Cambridge Road</u> – application withdrawn <u>Applications decisions</u> None received.	
21/106	<b>FINANCE MATTERS</b>	
117.1	<u>To approve payment of outstanding accounts due</u> SSE Electric Street Lighting 2.9.21 – 1.10.21 19.08 Martin Hardy Associates MUGA sand top-up 590.00 Brookfield Contracting Grass cutting, October 526.80 Alarm Maintenance Ltd CCTV fault call-out 114.00 Alarm Maintenance Ltd CCTV DVR & installation 738.00 Salaries Salaries 933.86 Expenses Expenses 30.00 HMRC PAYE/NI 37.33 NEST Pension 128.06 <b>Multipay Charge Card</b> Lloyds Bank Monthly charge card fee 3.00 Zoom Pro Online meetings (monthly charge) 14.39 Total 3134.52 <u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Reeves. RESOLVED unanimously.	
117.2	<u>To report on any income received</u> Resident Interment fee 200.00 Ivett & Reed Memorial fee 140.00 Non resident Ashes scattering fee 110.00 Total 450.00	
21/118	<b>COMMUNITY MATTERS</b>	
118.1	<u>To consider writing to the trustees of The Oakington Charities to express interest in offering to rent or purchase the Charity lands at the expiration of the current lease.</u> Cllr Grove stated that the lease is renewed annually and the tenant has to be given 364 days' notice. It had recently been renewed and therefore the earliest the land would be available would be June 2023. The tenant also has the right to be given the option to purchase the land if the trustees decide to sell. Sadly, one of the trustees (church warden) had recently died. After some discussion, it was proposed by the Chair that a written expression of interest in the Parish Council leasing or purchasing the land should be sent to the trustees. Seconded by Cllr Reeves. RESOLVED by majority. One abstained.	
21/119	<b>HIGHWAYS MATTERS</b>	
119.1	<u>To consider response to Highways England 'Vision for Route Strategies' consultation</u> Cllr Reeves reported that he read through the document online but it was extremely vague and almost impossible to decipher in parts. After some discussion, it was agreed not to respond to the consultation.	
21/120	<b>OPEN SPACES/RECREATION GROUND MATTERS</b>	
120.1	<u>To consider quote for Rec roadway drains survey</u>	

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120.2	<p>Cllr Starling had met with several contractors who had been unable to suggest a resolution to the roadway flooding issues without plans of the drainage system which are not available. Therefore, the only option appears to be to have a survey done on the drains.</p> <p>It was proposed by Cllr Starling that Dalrod's quote of £110 per hour to clear out the gullies and manholes and assess any damage plus £60 for a CCTV survey (if required) should be accepted. Seconded by Cllr Bailey. RESOLVED unanimously. Noted Dalrod had estimated the work will take approximately four hours to complete.</p> <p><u>To consider designating the six new trees as part of the 'Queens Green Canopy'</u></p> <p>It was proposed by Cllr Reeves that the trees should be designated as part of the Platinum Jubilee 'Queen's Green Canopy' and a brass A5 size commemorative plaque costing £126 should be purchased. Seconded by Cllr Grove. RESOLVED unanimously.</p>	
120.3	<p><u>To note OUYFC successful grant application for football pitches maintenance</u></p> <p>The Clerk reported that the verti-draining work had been done last week.</p>	
21/121	<p><b>PAVILION MATTERS</b></p>	
121.1	<p><u>To consider changing CCTV maintenance contractor from 1<sup>st</sup> January 2022.</u></p> <p>Cllr Starling reported that the new DVR had been installed and seven cameras connected to it. There had been an issue installing the eighth camera as it appears be networked to the others and has its own IP address. The contractor had advised that they would charge another callout fee to return to site to add this camera on to the DVR. After some discussion, it was agreed to investigate other contractors for the annual maintenance contract.</p>	
21/122	<p><b>DATE OF NEXT MEETING</b></p> <p>Monday 13 December 2021, 7.30pm, at Oakington Sports Pavilion.</p> <p><b>The meeting was declared closed at 8.55pm.</b></p>	