

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 14 March 2022 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, D Reeves, E Warboys, G Butlin, J Bailey, M Davidson. In attendance: Dist Cllr A Malyon (part meeting) Clerk: L Lawrence. 1 member of the public. Absent: Cllr J Grove.	
22/23	APOLOGIES FOR ABSENCE Cllr R Pinter (illness), Cnty Cllr F Thompson.	
22/24	DECLARATIONS OF INTEREST Cllr Butlin declared a pecuniary interest ref item 30.1 Ref 22/00559/FUL – 9 Longstanton Road, as he is the applicant.	
22/25	PUBLIC OPEN SESSION Jo Mills stated that the village Hardship fund team had talked about the possibility of supporting Ukrainian refugees and had looked at proposed sponsorship arrangements. 'Homes for Ukraine' scheme had been launched by the Government today. She suggested there may be a positive role for the PC to play in this, perhaps by providing leadership and helping to get the message out to the community.	
22/26	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 14 FEBRUARY 2022 Approval proposed by Cllr Bailey. Seconded by Cllr Reeves. RESOLVED unanimously. Minutes were signed by the Chair.	
22/27	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item Ref 22/9.1 – Play Area Remedial Work</u> – this had been postponed until 16 th March due to an issue sourcing the wet pour. <u>Item Ref 19.3 – Former Playgroup Building</u> - Cnty Cllr Thompson had reported that the primary school had been given permission to use the building from Easter until the end of summer term. In the meantime, expressions of interest in running Early Years (EY) provision had been invited. After the deadline a decision will be made on whether or not to formally tender for a new EY provider. If not, the Strategic Assets team will liaise with the school on the future use of the building.	
22/28	TO EXPRESS UNITY AND SUPPORT FOR THE PEOPLE OF UKRAINE Dist Cllr Malyon reported that the refugee situation will be discussed at full County Council meeting tomorrow. So far, they had received limited information from the Government about the 'Homes for Ukraine' scheme. They will inform the Parish Council and the community via Facebook when further details are available. The Chair will contact other parish councils in the area to ask if they have any plans. A formal proposal will be brought to the next meeting. Proposed by Cllr Butlin that the PC formally expresses unity and support for the people of Ukraine. Seconded by Cllr Reeves. RESOLVED unanimously.	April agenda

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<p>22/29</p> <p>29.1</p> <p>29.2</p> <p>29.3</p> <p>29.4</p> <p>22/30</p> <p>30.1</p>	<p>TO RECEIVE REPORTS (Written reports circulated prior to the meeting and available on PC website.)</p> <p><u>County Councillor's report</u> Cnty Cllr Thompson had attended a Homes England meeting today and raised with Phil Harker the Chair's request for a meeting with the various agencies to discuss plans for flood mitigation following the approval of the Phase 3A outline application. It appears HE are willing to attend. Date to be arranged. Westwick footway resurfacing/widening had been included in the Capital budget for 2022-23.</p> <p><u>District Councillors report</u> Civil Parking Enforcement update – an audit is being undertaken of signs and lines. The PC was asked to flag up any anomalies</p> <p><u>Parish Councillors reports (verbal)</u> Cllr Butlin – EAG are working on degreening the village pond. Cllr Starling – TAG minutes had been circulated. Noted that when approval had been given for the Cottenham Tilia Homes development, the preferred construction traffic route had not been stipulated as a condition. Cllr Malyon suggested writing to the developer to ask them to persuade HGVs to use the more suitable B1049 route rather than travelling through Oakington. Chair reported the following: Tam Parry (CCC) had advised that he is hopeful that Phase 2 S106 funds can be used to improve some of the existing speed reduction tables in Water Lane. Noted a decision on the LHI 20mph application is due to be made at the April Highways Committee meeting. Elsworth PC Chair had asked the PC to sign a joint parishes letter to Grant Shapps, MP asking him to direct EastWestRail to publish its business case for the Bedford to Cambridge section. Elsworth is concerned that a northern route would allow for the expansion of Cambourne towards Elsworth. Cnty Cllr Thompson had received complaints from Crossways businesses and resident regarding the Longstanton Road double yellow lines, that had been installed in error by contractors. The Chair had responded that the PC had resolved at its October 2021 meeting to support retention of the yellow lines. Chair, Cllr Reeves and Clerk had attended the Homes England Northstowe joint parishes meeting. Discussion included the plans for the new town centre, SARW opening, Phase 3A house building and possible future use of the Tomato farm land. A resident had written to the Chair strongly supporting additional traffic calming measures. Chair and Cllr Starling are to meet him to discuss further.</p> <p><u>Clerk's report</u> Malfunctioning RTI opposite village sign had been reported to County Council who responded that Stagecoach needs to rectify a data issue with it. Clerk had met with an Anglian Water officer. It transpires that none of the drains/manholes located on the Rec have been adopted by them. Clerk to make further enquiries. Clerk had reported that vehicles are being parked on the green area at the top of Cambridge at the crossroads. They are causing damage to the CCC Highways owned verge. Councillors were reminded to hand over election nomination papers to the Clerk before 30th March.</p> <p>PLANNING MATTERS</p> <p><u>Applications requiring a decision:</u> <u>22/00598/HFUL – 2 Holme Close</u> - single storey rear extension, garage conversion and new openings. RESOLVED unanimously to make <u>no recommendation or comments</u></p>	<p>Clerk</p>
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30.2	<p><i>Cllr Butlin left the meeting at 8.20pm</i> <u>22/00559/FUL – 9 Longstanton Road</u> - Demolition of existing garage and store and erection of a 2-bed dwelling. RESOLVED unanimously to make <u>no recommendation or comments</u> <i>Cllr Butlin rejoined the meeting at 8.25pm</i> <u>Applications to note only</u> Tree works:</p>																																											
30.3	<p><u>22/0209/TTCA – 4 High Street – fell Leylandii</u> <u>Applications decisions received.</u> None received.</p>																																											
30.4	<p><u>To consider responding to Anglian Water, Waste Water Plant relocation consultation</u> Agreed not to submit a response.</p>																																											
22/31	<p>FINANCE MATTERS</p>																																											
31.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting energy 5.1.22-1.2.22</td> <td>18.38</td> </tr> <tr> <td>Prior Associates</td> <td>Fee amended FRA, Open Spaces</td> <td>132.00</td> </tr> <tr> <td>Vision ICT</td> <td>Website SSL certificate</td> <td>60.00</td> </tr> <tr> <td>Sports Pavilion Comm</td> <td>Caretaker duties April 21-March 22</td> <td>150.00</td> </tr> <tr> <td>J Kilborn & Son Ltd</td> <td>PIR repair & install cages</td> <td>622.22</td> </tr> <tr> <td>CAPALC</td> <td>Clerk's e-learning</td> <td>42.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1091.92</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>148.30</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>Total</td> <td></td> <td>2564.40</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Reeves. Seconded by Cllr Davidson. RESOLVED unanimously.</p>	SSE Electric	Street lighting energy 5.1.22-1.2.22	18.38	Prior Associates	Fee amended FRA, Open Spaces	132.00	Vision ICT	Website SSL certificate	60.00	Sports Pavilion Comm	Caretaker duties April 21-March 22	150.00	J Kilborn & Son Ltd	PIR repair & install cages	622.22	CAPALC	Clerk's e-learning	42.00	Salaries	Salaries	1091.92	Expenses	Expenses	30.00	HMRC	PAYE/NI	148.30	NEST	Pension	160.07	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Zoom	Zoom Pro online meetings	14.39	Total		2564.40	
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31.2	<p><u>To report on any income received</u></p> <table border="0"> <tr> <td>Ivett & Reed</td> <td>Memorial fee</td> <td>140.00</td> </tr> <tr> <td>Feel Good Fitness</td> <td>Rec exercise classes, Feb 22</td> <td>15.00</td> </tr> <tr> <td>Total</td> <td></td> <td>155.00</td> </tr> </table>	Ivett & Reed	Memorial fee	140.00	Feel Good Fitness	Rec exercise classes, Feb 22	15.00	Total		155.00																																		
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31.3	<p><u>To note budget position and bank reconciliation as at 1 March 2022</u> Receipts and payments forecast and bank reconciliation had been circulated. Clerk reported on an additional £2,000 underspend at year end.</p>																																											
31.4	<p><u>To review insurance and assets register to ensure adequate cover</u> Insurance schedule and assets register as at 14 March 2022 had been circulated. The Clerk recommended that no changes are made to the cover. Proposed by Cllr Warboys that the insurance cover is adequate and does not need to be changed. Seconded by Cllr Davidson. RESOLVED unanimously</p>																																											
31.5	<p><u>To consider continuing with CAPALC membership and Data Protection service</u> Proposed by Cllr Reeves that the 2022-23 CAPALC affiliation fee of <u>£464.12</u> and data protection officer scheme of <u>£50</u> should be paid. Seconded by Cllr Starling. RESOLVED unanimously.</p>																																											
22/32	<p>OPEN SPACES/RECREATION GROUND MATTERS</p>																																											
32.1	<p><u>To consider Open Spaces project next steps, following notification of planning approval conditions</u> Cllr Butlin reported that the planning application had been approved with conditions, including the appointment of an 'appropriately competent person' to provide on-site ecological expertise during construction and a lighting design strategy for biodiversity features for areas to be lit.</p>																																											

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	Proposed by Cllr Butlin that a small working group should be formed to progress these requirements. Seconded by Cllr Davidson. RESOLVED unanimously. The FCC grant application had been submitted. The officer working on it had now come back with some additional requests. It was agreed that Cllr Butlin and the Clerk should meet with her via Zoom to clarify the requirements.	
22/33	COMMUNITY MATTERS	
33.1	<u>To consider the Play Park scheme</u> Chair, Cllr Reeves and Clerk had attended a Park Play representation. The recording had been circulated to councillors. After some discussion, it was agreed not sign up the scheme in view of the cost and the lack of perceived benefit to our community.	
33.2	<u>To consider purchasing Platinum Jubilee commemorative items for village primary school children</u> Clerk reported that the earthenware mugs cost approx. £3 each. There are approx 125 children on roll at Oakington Primary. Concern was expressed that it will be impossible to establish numbers and identify all village children. Proposed by Cllr Butlin that Jubilee mugs should be purchased for village children. Seconded by Cllr Warboys. RESOLVED unanimously.	
22/34	ADMINISTRATION MATTERS	
34.1	<u>To approve Safeguarding policy</u> Draft policy circulated. Approval proposed by Cllr Warboys. Seconded by Cllr Reeves. RESOLVED unanimously.	
22/35	DATE OF NEXT MEETING	
	Parish Council – Monday 11 April 2022 Planning meeting – Monday 28 March – if required	
	The meeting was declared closed at 9.10pm	