

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 11 April 2022 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore (Chair), T Starling, D Reeves, G Butlin, J Bailey, J Grove, R Pinter, M Davidson. In Attendance: Alison Fisher (Oakington Tennis Club) Clerk: L Lawrence.	
22/36	<b>APOLOGIES FOR ABSENCE</b>  Cllr E Warboys (illness), Dist Cllr Malyon, Dist Cllr Cheung Johnson, Cnty Cllr Thompson.	
22/37	<b>DECLARATIONS OF INTEREST</b>  None declared.	
22/38	<b>PUBLIC OPEN SESSION</b>  Alison Fisher, Oakington Tennis Club was invited to speak at item 44.1.	
22/39	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 14 MARCH 2022</b>  Approval proposed by Cllr Davidson. Seconded by Cllr Reeves. <b>RESOLVED</b> unanimously. Minutes were signed by the Chair.	
22/40	<b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>Item ref 22/9.1 – Play Area Remedial work</u> – contractor had completed wetpour repairs. Scheduled to return this week to repair junior swings and tension zipwire. <u>Item ref 22/33.2 – Platinum Jubilee mugs</u> – mugs had been ordered from Dash (UK) Ltd. Oakington Primary School headteacher had welcomed the suggestion that they could be presented to children during a school assembly. Cllr Reeves kindly offered to attend. Date to be confirmed. <i>Cllr Bailey arrived at 7.40pm.</i>	
22/41	<b>TO RECEIVE REPORTS</b> (Written reports circulated prior to the meeting and available on PC website.) <i>Cllr Grove arrived at 7.45pm.</i>	
41.1	<u>County Councillor's report</u> Cllr Reeves reported that almost all drains in Dry Drayton Road are full of debris from the Tomato Farm Leylandii, as are the kerbs near them. He will report this via Highways online and also raise it with Homes England at the next Northstowe forum. It was agreed to support the actions taken by CCC regarding the lack of maintenance and care over the thousands of trees planted alongside the A14 by National Highways, many of which are now dead. Cllr Bailey asked if National Highways are planning to maintain the new Dry Drayton Road roundabout as it is full of weeds. He also stated that there is a large amount of rubbish alongside the new stretch of A14. Chair will ask Cllr Thompson if she can follow up on these issues.	Chair
41.2	<u>District Councillors report</u> There were no questions or comments for district councillors.	
41.3	<u>Parish Councillors reports (verbal)</u> Cllr Pinter reminded members that Village Day takes place on 25 <sup>th</sup> June and urged everyone to attend.	

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41.4	<p>He also reported that the Journal team are urgently seeking a new co-editor and somebody to deal with advertising and invoicing, as the current postholder is retiring at the end of the year.</p> <p>TAG minutes had been circulated. One of their members is closely monitoring the EastWestRail plans.</p> <p>EAG minutes had been circulated. Nothing new to report.</p> <p>Chair reported that the farmer who owns land off Cambridge Road Drift had phoned him to say that he and the garden centre owner wish to install gates at either end of the Drift as dog walkers are throwing bags of dog waste on to the field where he is planning to keep sheep. The Chair pointed out that is a private road (as noted in the 1834 Enclosure Act) and as such it is unlawful to prevent access along it.</p> <p><u>Clerk's report</u></p> <p>Community Chest application for a Platinum Jubilee tree had been submitted. A health and safety inspection of the Mill Road orchard had been undertaken by Carter Jonas on behalf of Homes England.</p> <p>Northstowe half marathon will take place on Sunday 24 April.</p> <p>Annual Pathfinder March will take place on Saturday 18 June.</p> <p>The AED had been used recently. There is currently a 9–12-week lead time on obtaining replacement pads. The AED warranty expires in 2023 and our model has been discontinued. The Clerk will obtain prices for a replacement and bring these to a future meeting for consideration.</p> <p>The phone kiosk library needs some minor external repairs. Chair and Cllrs Starling and Reeves will look at it.</p>	Clerk																																																			
22/42	<p><b>PLANNING MATTERS</b></p> <p>42.1 <u>Applications requiring a decision</u> None received.</p> <p>42.2 <u>Applications to note only</u> Tree works: <u>22/0347/TTCA – 71 High Street</u> – fell 2 Cypress, 1 Cedar <u>22/0361/TTCA – 66 High Street</u> – fell Spruce</p> <p>42.3 <u>Applications decisions received.</u> None received.</p>																																																				
22/43	<p><b>FINANCE MATTERS</b></p> <p>43.1 <u>To approve payment of outstanding accounts due</u></p> <table border="0" data-bbox="327 1328 1350 1883"> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.2.22-1.3.22</td> <td>18.38</td> </tr> <tr> <td>Dash (UK) Ltd</td> <td>Platinum jubilee mugs</td> <td>548.70</td> </tr> <tr> <td>CAPALC</td> <td>Affiliation fee, data protection</td> <td>514.12</td> </tr> <tr> <td>Connections Bus Project</td> <td>9 sessions, Jan-March 22</td> <td>2286.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting, March 22</td> <td>1112.40</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Orchard cut, Dec 21</td> <td>240.00</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Quarterly CA fee</td> <td>18.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>933.98</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>56.30</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>130.34</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>Thesaurus Software Ltd</td> <td>Brightpay payroll software</td> <td>70.80</td> </tr> <tr> <td>World of Computers</td> <td>SSD, laptop</td> <td>110.40</td> </tr> <tr> <td>Total</td> <td></td> <td>6086.81</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Reeves. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	SSE Electric	Street lighting energy 2.2.22-1.3.22	18.38	Dash (UK) Ltd	Platinum jubilee mugs	548.70	CAPALC	Affiliation fee, data protection	514.12	Connections Bus Project	9 sessions, Jan-March 22	2286.00	Brookfield Contracting	Grass cutting, March 22	1112.40	Brookfield Contracting	Orchard cut, Dec 21	240.00	Unity Trust Bank	Quarterly CA fee	18.00	Salaries	Salaries	933.98	Expenses	Expenses	30.00	HMRC	PAYE/NI	56.30	NEST	Pension	130.34	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Zoom	Zoom Pro online meetings	14.39	Thesaurus Software Ltd	Brightpay payroll software	70.80	World of Computers	SSD, laptop	110.40	Total		6086.81	
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43.2	<p><u>To report on any income received</u></p> <table> <tr> <td>H J Paintin</td> <td>Memorial fee</td> <td>140.00</td> </tr> <tr> <td>Feel Good Fitness</td> <td>Rec exercise classes, March 22</td> <td>15.00</td> </tr> <tr> <td>Total</td> <td></td> <td>155.00</td> </tr> </table>	H J Paintin	Memorial fee	140.00	Feel Good Fitness	Rec exercise classes, March 22	15.00	Total		155.00	
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43.3	<p><u>To consider quotes for Rec drainage work</u></p> <p>Three quotes had been obtained. One quote was discounted as it did not match the specification to install a large gully at the start of the roadway and then connect a pipe from it to the surface water manhole at the far side of the tennis courts.</p> <p>Proposed by Cllr Butlin that EKS Construction quote for <u>£1,700 +VAT</u> should be accepted. Seconded by Cllr Starling. RESOLVED unanimously.</p>										
22/44	<p><b>OPEN SPACES/RECREATION GROUND MATTERS</b></p>										
44.1	<p><u>To consider request from Oakington Tennis Club for permission to extend the boundary of the tennis courts to meet current LTA size standard.</u></p> <p>Alison Fisher, Oakington Tennis Club secretary was invited to put forward the proposal. She stated that the current courts do not meet the current LTA standard for the 'run-back' area to be a minimum of 18ft and a maximum of 21ft. The courts only have a 15ft length of 'run-back'. In their letter the club had suggested two options; 1. Extend the courts by 12ft onto the grass area towards the car park.2. Re-orientate the courts and extend 6ft at either end towards the play area and the Saxon Close tree boundary. The tennis club would be responsible for obtaining the necessary funding.</p> <p>Cllr Starling and the Clerk had measured up and recommended extending by 12ft towards the tree boundary instead of 6ft either end, if the parish council is minded to approve the request. This may require some tree root pruning and cutting back of the largest tree, but it would be preferable to uprooting some of the newly planted Queens Green Canopy trees on the roadway side.</p> <p>Proposed by Cllr Reeves that permission should be given in principle for the courts to be extended. Seconded by Cllr Butlin. RESOLVED unanimously.</p>										
22/45	<p><b>COMMUNITY MATTERS</b></p>										
45.1	<p><u>Update on help for Ukraine refugees</u></p> <p>Chair and Cllr Reeves had met informally via Zoom with OWN and other interested villagers. Chair had also emailed other parish councils in the area to see if they would be interested in working together on a scheme to support refugees. He had not received any positive responses. Subsequently, SCDC had announced it would be co-ordinating the community support for refugees. It was agreed there would be no benefit in the Parish Council duplicating this work. However, the Chair suggested the PC should support local initiatives in whatever way it can.</p>										
45.2	<p><u>To consider liaising with OWN and District/County Councils to support local initiatives</u></p> <p>Proposed by Cllr Butlin that the PC should continue to liaise with OWN and others to support local initiatives. Seconded by Cllr Pinter. RESOLVED unanimously.</p>										
22/46	<p><b>DATE OF NEXT MEETING</b></p> <p>Annual Meeting of the Parish Council – Monday 9<sup>th</sup> May 7.30pm  Planning meeting – Monday 25<sup>th</sup> April (after Annual Parish Meeting) – if required.</p> <p>The Chair concluded by thanking retiring Cllrs Warboys and Butlin for their sterling work on behalf of the parish.</p>										
	<p><b>The meeting was declared closed at 8.30pm.</b></p>										