

**Minutes of the Annual Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 9 May 2022 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore, T Starling, D Reeves, J Bailey, J Grove, R Pinter, M Davidson, W Bailey. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson, Dist Cllr A Malyon No members of the public.	
22/47	<b>TO ELECT A CHAIR</b>  Cllr Moore proposed as Chair by Cllr Reeves. Seconded by Cllr Pinter. RESOLVED unanimously. Chair signed Declaration of Acceptance of Office.	
22/48	<b>TO RECEIVE MEMBERS' DECLARATION OF ACCEPTANCE OF OFFICE</b>  Members signed declarations at the meeting.	
22/49	<b>TO ELECT A VICE-CHAIR</b>  Cllr Starling proposed as Vice-chair by Chair. Seconded by Cllr Reeves. RESOLVED unanimously.	
22/50	<b>APOLOGIES FOR ABSENCE</b>  None received. All councillors present.	
22/51	<b>MODEL CODE OF CONDUCT AND DECLARATIONS OF INTERESTS</b>	
51.1	<u>To consider adopting new LGA Model Code of Conduct</u> Adoption of the LGA Model Code of Conduct proposed by Cllr W Bailey. Seconded Cllr Starling. RESOLVED unanimously.	
51.2	<u>To note requirement for all members to complete Register of Interests forms within 28 days of being elected.</u> Clerk stated that the 'LGA Model Register of Parish Members Financial and other interests form' should be completed and returned to her within 28 days of 5 <sup>th</sup> May election date.	
51.3	<u>To receive declarations of pecuniary interests from Councillors on agenda items.</u> Cllr Reeves declared a personal (non-pecuniary interest) re item 65.2	
51.4	<u>To receive any requests for dispensations and grant any as appropriate.</u> None received.	
22/51	<b>DECLARATIONS OF INTEREST</b>  None declared.	
22/52	<b>PUBLIC OPEN SESSION</b>  No members of the public.	
22/53	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 11 APRIL 2022</b>  Approval proposed by Cllr Pinter. Seconded by Cllr Reeves. RESOLVED unanimously. Minutes were signed by the Chair.	
22/54	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 25 APRIL 2022</b>	

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	Approval proposed by Cllr Starling. Seconded by Cllr Davidson. RESOLVED unanimously. Minutes were signed by the Chair.	
22/55	<p><b>MATTERS ARISING FROM THE PREVIOUS MEETINGS, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b></p> <p><u>Item ref 22/9.1 – Play Area Remedial Work</u> – contractor had completed zipwire retention and swing repair. However, he reported that the new blue wetpour edge strip had cracked and separated from the original. The entire strip will be replaced.</p> <p><u>Item ref 22/33.2 – Platinum Jubilee Mugs</u> – Cllr Starling will present these to school children during their 20<sup>th</sup> May assembly.</p>	
22/56	<p><b>GENERAL POWER OF COMPETENCE</b></p> <p>56.1 Motion: “The Parish Council resolves from 9 May 2022, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence” Proposed by Cllr W Bailey. Seconded by Cllr Reeves. RESOLVED unanimously. Noted that the PC will be required to reconfirm eligibility at the next ‘relevant’ annual meeting which would be in May 2026.</p>	
22/57	<p><b>TO RECEIVE REPORTS</b></p> <p>57.1 <u>County Councillor’s report</u> Cnty Cllr Thompson updated on the following: <u>Pre-school building</u> – school had been authorised to use it temporarily for pastoral work. Subsequently, CCC had discovered it will cost around £10,000 to make the building usable. There had been 21 ‘expressions of interests’ in running it as an early years facility, therefore this will go out to tender. It is hoped a provision will be in place for January 2023. In the meantime the school will be permitted to use it when its fit for purpose. Cllr Thompson will talk to the school about potential community use in the evening. <i>Cllr Grove arrived at 8pm.</i> <u>Water Lane potholes</u> – most of the potholes had been marked up in white which are a lower priority intervention. Cllr Thompson will follow up with the LHO. They had discussed using the A14 Legacy work TTRO to do a tarmac resurface at the same time, but this would be budget dependent. <u>Station Road potholes</u> (near Busway) – Cllr Thompson will follow up with LHO. <u>Cambridge Road Cycleway</u> – there had been a delay due to costs and supplier issues. <u>LHI</u> – the process is to be reviewed. A separate budget had been agreed for 20mph zones. PC may still be required to make a 10% contribution towards the cost. <u>A14 Legacy speed reduction measures</u> – officer is obtaining costs and is awaiting a response regarding possible Northstowe S106 contribution. <u>Meadow Farm Close tree</u> – awaiting costings to remove a circle of broken up path around the tree and replace with grass. <u>Flood mitigation meeting, 13 May</u> - the aim will be to agree an action plan with dates. Cllr Thompson will chair. <u>A14 trees</u> – estimated 90% had failed. National Highways had confirmed a full inspection will be completed by the end of May. <u>High Street footway</u> – Cllr Thompson will follow this up with LHO.</p> <p>57.2 <u>District Councillors report</u> Dist Cllr Malyon stated that she and Dist Cllr Cheung Johnson are honoured to be able to serve for another four years. She reported that a few Ukrainian</p>	

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57.3	<p>refugees had started to arrive in South Cambs. There is a proper process in place to deal with accommodation, DBS checks etc.  <i>Cllrs Thompson and Malyon left the meeting at 8.15pm.</i>  <u>Parish Councillors reports (verbal)</u>  Cllr Pinter – CA is still looking for volunteers to help at Village Day on 25<sup>th</sup> June.  Cllr Starling – TAG meeting had been postponed to June.  Cllr Reeves – will undertake phone kiosk repairs with Cllr Starling.  Cllr Grove – OWN had seen an increase in Hardship fund requests.  Chair – had met with the former shop owner to discuss the health &amp; safety issue of the broken hoarding next to the shop. It will be replaced at the end of June.</p>																																																				
57.4	<p><u>Clerk's report</u>  St Andrews are to hold an open air service on the Rec on the morning of 5<sup>th</sup> June prior to the Jubilee Big Lunch.</p>																																																				
22/58	<b>PLANNING MATTERS</b>																																																				
58.1	<u>Applications requiring a decision</u>																																																				
58.2	21/04318/HFUL – 3 Saxon Close – two storey side extension (amended) RESOLVED unanimously to make <u>no recommendation and no comments.</u>																																																				
58.3	<u>Applications to note only</u> 22/0495/TTCA – 1 Church View – fell 2 Leylandii. Noted. <u>Applications decisions received.</u> None received.																																																				
22/59	<b>FINANCE MATTERS</b>																																																				
59.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.3.22-1.4.22</td> <td>13.63</td> </tr> <tr> <td>J Kilborn &amp; Son</td> <td>Car park, basketball area bulbs</td> <td>222.72</td> </tr> <tr> <td>O&amp;W Sports Pavilion</td> <td>Youth bus MUGA sessions</td> <td>80.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting, April 22</td> <td>741.60</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Stocks Green conifers cut back</td> <td>540.00</td> </tr> <tr> <td>S Moore</td> <td>Chair's allowance 2021-22</td> <td>200.00</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>X2 Connect</td> <td>Phone kiosk repair items</td> <td>378.43</td> </tr> <tr> <td>ICO</td> <td>Data protection registration fee</td> <td>40.00</td> </tr> <tr> <td>Amazon</td> <td>Stationery &amp; AED batteries</td> <td>22.77</td> </tr> <tr> <td>Total</td> <td></td> <td>3411.91</td> </tr> </table> <p>Approval proposed by Cllr Reeves. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	SSE Electric	Street lighting energy 2.3.22-1.4.22	13.63	J Kilborn & Son	Car park, basketball area bulbs	222.72	O&W Sports Pavilion	Youth bus MUGA sessions	80.00	Brookfield Contracting	Grass cutting, April 22	741.60	Brookfield Contracting	Stocks Green conifers cut back	540.00	S Moore	Chair's allowance 2021-22	200.00	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	X2 Connect	Phone kiosk repair items	378.43	ICO	Data protection registration fee	40.00	Amazon	Stationery & AED batteries	22.77	Total		3411.91	
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59.3	<p><u>To approve 2021-22 accounts</u>  Full accounts were circulated prior to the meeting.  Approval proposed by Cllr Grove . Seconded by Cllr Bailey. RESOLVED unanimously.</p>																																																				
59.4	<p><u>To approve Annual Governance &amp; Accountability Return (AGAR) Section 1-  <b>Annual Governance Statement 2021-22</b></u></p>																																																				

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59.5	<p>Each item was considered in turn and agreed as 'Yes'. Approval of Annual Governance Statement proposed by Cllr Davidson. Seconded by Cllr Reeves RESOLVED unanimously</p> <p><b>To approve AGAR Section 2 – Accounting Statements 2021-22</b></p> <p>Draft Accounting Statements had been circulated. Clerk stated these are produced on a Receipts &amp; Payments basis. Approval proposed by Cllr W Bailey. Seconded by Cllr Davidson. RESOLVED unanimously.</p>	
59.6	<p><b>To agree dates for the period for the period of Public Rights and publication of Unaudited Annual Governance &amp; Accountability Return</b></p> <p>On recommendation of the Clerk it was proposed by Cllr Starling that the period should be from 13 June to 22 July 22. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	
59.7	<p><b>To appoint an internal auditor for 2022-23</b></p> <p>Proposed by Cllr Reeves that LGS Services should be appointed as internal auditor for 2022-23. Seconded by Cllr Grove. RESOLVED unanimously. Noted that the fee will be £125 + VAT.</p>	
59.8	<p><b>To review fees charged for 2022-23</b></p> <p>Proposed by Cllr Pinter that all fees should remain unchanged. Seconded by Cllr Reeves. RESOLVED unanimously.</p>	
59.9	<p><b>To agree level of Chairman's allowance for 2022-23</b></p> <p>Proposed by Cllr Starling that this should remain at £200. Seconded by Cllr Pinter. RESOLVED unanimously</p>	
59.10	<p><b>To review and approve Councillors as bank signatories on all bank accounts</b></p> <p>Proposed by Cllr Davidson that the bank signatories should remain as Cllrs Moore (Chair), Starling, Grove, Bailey and Cllr Reeves added as an additional signatory Seconded by Cllr Grove. RESOLVED unanimously.</p>	
59.11	<p><b>To consider continuing with Zoom Pro subscription</b></p> <p>It was agreed to defer this until the June meeting to enable Cllr Davidson to look into other options, such as Microsoft Teams.</p>	Cllr Davidson
22/61	<p><b>TO ELECT MEMBERS OF THE PERSONNEL COMMITTEE AND REVIEW ITS TERMS OF REFERENCE</b></p> <p>Proposed by the Cllr W Bailey that the following councillors should be elected to the Personnel Committee for 2022-23; Cllr Starling, Cllr Pinter, Cllr Grove, Cllr Davidson, and Cllr J Bailey. Seconded by Cllr Reeves. RESOLVED unanimously. Terms of reference were reviewed and one amendment was approved. Clerk to call a Personnel Committee meeting where a chair will need to be elected and a date set to undertake the Clerk's annual appraisal.</p>	Clerk
22/62	<p><b>TO APPOINT MEMBER REPRESENTATIVES ON OTHER PARISH GROUPS</b></p> <p>Proposed by Cllr Starling, seconded by Cllr Pinter and RESOLVED unanimously to appoint the following:</p> <ul style="list-style-type: none"> <li>Environment Action Group (EAG) – Chair</li> <li>Flood Mitigation Group (FMG) - Chair</li> <li>Transport Action Group (TAG) – Cllr Starling</li> <li>Oakington &amp; Westwick Neighbours (OWN) – Cllr Grove</li> <li>Pavilion Management Committee – Cllr Reeves &amp; Cllr Davidson</li> <li>Community Association – Cllr Pinter</li> </ul>	
22/63	<p><b>TO APPOINT MEMBERS WITH SPECIFIC AREAS OF RESPONSIBILITY</b></p> <p>Proposed by Cllr Starling, seconded by Cllr Pinter and RESOLVED unanimously to appoint the following:</p> <ul style="list-style-type: none"> <li>Northstowe – Chair</li> <li>Recreation Ground/Cemetery/Play area/orchards/Stocks Green – Cllr Reeves</li> <li>Tree Warden – Cllr Grove</li> </ul>	

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	Emergency Plan – Cllrs Reeves & Grove to review the plan.	
22/64	<b>ADMINISTRATION MATTERS</b>	
64.1	<u>To review and approve Standing Orders</u> On recommendation of the Clerk, it was proposed by Cllr Reeves that no changes should be made to Standing Orders. Secoded by Cllr W Bailey. RESOLVED unanimously.	
64.2	<u>To review and approve Financial Regulations</u> On recommendation of the Clerk, it was proposed by Cllr Reeves that no changes should be made to Financial Regulations. Secoded by Cllr W Bailey. RESOLVED unanimously	
64.3	<u>To review and approve Risk Assessment</u> Proposed by Cllr Reeves that the Risk Assessment should be approved without amendment. Secoded by Cllr W Bailey. RESOLVED unanimously.	
64.4	<u>To review and approve Freedom of Information Publication Scheme</u> Proposed by Cllr Reeves that the FOI publication scheme should be approved as amended. Secoded by Cllr W Bailey. RESOLVED unanimously.	
64.5	<u>To adopt Press &amp; Media policy</u> Proposed by Cllr Reeves that the policy should be adopted. Secoded by Cllr W Bailey. RESOLVED unanimously.	
64.6	<u>To review Financial Reserves policy</u> Proposed by Cllr Reeves that the policy should be approved as amended. Secoded by Cllr W Bailey. RESOLVED unanimously.	
64.7	<u>To review parking bay licences for 45 Water Lane &amp; 15 Queens Way</u> It was agreed to defer this item to a future meeting as item 65.5 has potential implications for the 45 Water Lane parking bay.	
22/65	<b>COMMUNITY MATTERS</b>	
65.1	<u>To consider supporting a request for a bus stop to be located outside Oakington Garden Centre</u> Garden Centre owner had sought support from the PC for a new stop. Noted that the Citi 5 service with a revised route to Bar Hill may not be permanent. After some discussion it was proposed by Cllr Reeves a request for a stop outside the garden centre should be submitted to the County Council and Stagecoach. Secoded by Cllr Davidson. RESOLVED by majority.	
22/66	<b>OPEN SPACES/RECREATION GROUND MATTERS</b>	
66.1	<u>Motion to Exclude:</u> That under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting during the consideration of the following item 65.2 as publicity would be prejudicial to the public interest because of the commercially sensitive nature of the business to be transacted. Proposed by Cllr Pinter. Secoded by Cllr Starling. RESOLVED unanimously.	
66.2	<u>To approve preferred contractor the 'Rec for All Age Use' project work, subject to award of grant funding</u> Clerk reported that it has not been possible to comply with the Financial Regulations tender process due to the requirement of the funding body to submit quotes with the application. Four quotes had been received for project items 1-5. Proposed by Cllr Davidson that <u>Brookfield Contracting</u> should be awarded the contract subject to award of grant funding. Secoded by Cllr Bailey. RESOLVED unanimously.	
66.3		

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66.4	<p><u>Motion to Re-Admit the Public and Press: To resolve that the commercially sensitive business having been concluded, the press and public be re-admitted to the meeting.</u> Proposed by Cllr Pinter. Seconded by Cllr Starling. RESOLVED unanimously.</p> <p><u>To consider appointing a volunteer project manager for the 'Rec for All Age Use' project.</u> Proposed by Cllr Starling that Geoffrey Butlin should be appointed as volunteer project manager, subject to him reporting directly to the Chair and Cllr Starling. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	
66.5	<p><u>To consider proceeding with Stocks Green Leylandii removal and fence installation this autumn.</u> Proposed by Cllr Bailey that the work to remove the Leylandii and fence installation should take place this autumn. Seconded by Cllr Reeves. RESOLVED unanimously. Clerk will obtain three quotes and submit a tree works application. Noted planning permission is not required for the fence as it is considered permitted development.</p>	
22/67	<p><b>DATE OF NEXT MEETING</b></p> <p>Parish Council - Monday 13<sup>th</sup> June 2022, 7.30pm Planning meeting – Monday 23 May 2022 (If required)</p> <p><b>The meeting was declared closed at 9.35pm</b></p>	

UNAPPROVED

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