

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

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore (Chair) T Starling, J Grove, D Reeves, J Bailey, R Pinter. Clerk: L Lawrence. In attendance: One member of the public.	
22/77	<b>APOLOGIES FOR ABSENCE</b>  Cllr M Davidson (illness), Cllr W Bailey (work meeting). Cnty Cllr F Thompson. Dist Cllr A Malyon. Dist Cllr S Cheung Johnson.	
22/78	<b>DECLARATIONS OF INTEREST</b>  Clerk declared a personal interest re item 88.2.	
22/79	<b>PUBLIC OPEN SESSION</b>  Andrew Dennis (Flood Mitigation Group) spoke about the following: <u>Longstanton Road culvert</u> – Highways contractors had attempted a second CCTV survey on 8 <sup>th</sup> July but there was too much silt to enable a full inspection of the main culvert. The contractor advised Andrew that they will recommend to Highways that they jet wash through from the culvert by the post box across the road and then 40 metres through to the open outfall ditch. The last section is South Cambs DC responsibility. <u>Northstowe Dewatering</u> – Longstanton residents have had significant concerns about dewatering in Longstanton since the start of Phase 1 works. Fews Lane Consortium has launched a Judicial Review against SCDC's decision relating to the Northstowe Phase 3A and 3B applications. Andrew stated that the Arcadis ground water levels reports for Phase 3A concluded that the development will not impact on Oakington's groundwater levels to any extent. He currently had no reason to doubt this report but suggested the PC should ask Homes England set up the planned monitoring bore holes as soon as possible. Chair reported that Stephen Kelly, Joint Director Greater Cambridge Planning had agreed to attend the 15 <sup>th</sup> August Planning meeting to discuss groundwater levels in relation to Phase 3A.	
22/80	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 13 JUNE 2022</b>  Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
22/81	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 27 JUNE 2022</b>  Approval proposed by Cllr Pinter. Seconded by Cllr Reeves. RESOLVED unanimously. Minutes were signed by the Chair.	
22/82	<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 replaced the wetpour on 29 <sup>th</sup> June. All work now completed. <u>Item ref 22/65.1 – New bus stops, Garden Centre</u> – Darren Roe had confirmed the safety work is now completed and the team are planning when they can install signs.	
22/83	<b>TO RECEIVE REPORTS</b> (Written reports circulated prior to the meeting and posted on PC website.)	
83.1	<u>County Councillor's report</u>	

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83.2	<p>The PC was pleased to note that Westwick footway resurfacing will take place at the same time as the other traffic calming measures in late August.</p> <p><u>District Councillors' report</u></p> <p>Proposed by Cllr Reeves that the PC should write in support of our district councillors regarding the personal attacks they have been subject to in relation to the Northstowe groundwater issues. Seconded by Cllr Pinter. RESOLVED unanimously.</p>																																											
83.4	<p><u>Parish Councillors reports (verbal)</u></p> <p>Cllr Starling – had attended TAG meeting. Minutes had been circulated. Cllr Grove – will attend 13<sup>th</sup> July OWN meeting. Cllr Pinter – Community Association had agreed to hold bonfire event on 5<sup>th</sup> November and the next village day on 24<sup>th</sup> June 2023.</p>																																											
83.5	<p><u>Clerk's report</u></p> <p><u>Clothing bank</u> - had been emptied and replaced with a new bank. <u>Portable toilet, car park</u> – awaiting a response from EA as to whether it is still required. <u>Highways meeting, 24 June</u> - discussion included Drift entrance footway damage, Station Road potholes (now done), obscured priority sign at Cambridge Road pinch point, verge cutting schedule, Westwick drains mapping and Cambridge Road bridge deterioration. Mead View, Lowbury Crescent and Holme Close had been included on the 2022-24 Capital Maintenance programme for slurry sealing. Cnty Cllr Thompson had asked Highways officers to look at doing High Street and the top of The Drift instead. Noted trenches in Cambridge Road footway were created by cycle path project contractors and will be repaired. <u>Anti-social behaviour</u> – several incidents had taken place on the Rec site and elsewhere in the village. One had been reported to the Police as it involved damage to a pavilion light and an apparent attempt to steal/vandalise the defibrillator in the early hours of 2<sup>nd</sup> July.</p>																																											
22/84	<b>PLANNING MATTERS</b>																																											
84.1	<p><u>Applications requiring a decision</u></p> <p>None received.</p>																																											
84.2	<p><u>Applications to note only</u></p> <p><u>22/0763/TTCA – 10 High Street</u> – tree works. Remove lowest branches and reduce size of Silver Birch.</p>																																											
84.3	<p><u>Applications decisions received.</u></p> <p>None received.</p>																																											
22/85	<b>FINANCE MATTERS</b>																																											
85.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting energy 4.5.22-1.6.22</td> <td>18.73</td> </tr> <tr> <td>FCC Recycling UK Ltd</td> <td>Proforma-third party grant contribution</td> <td>8684.98</td> </tr> <tr> <td>Eastern Play Services</td> <td>Play area works</td> <td>2238.98</td> </tr> <tr> <td>EKS Construction</td> <td>Rec roadway drainage works</td> <td>2040.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting, June 22</td> <td>889.20</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Orchard grass cutting</td> <td>240.00</td> </tr> <tr> <td>LGS Services</td> <td>Internal audit 2021-22</td> <td>150.00</td> </tr> <tr> <td>South Cambs DC</td> <td>Uncontested election May 22</td> <td>135.00</td> </tr> <tr> <td>Print-Out</td> <td>EAG game sheets, Rec project posters</td> <td>69.60</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Quarterly current account fee</td> <td>18.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>967.96</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>22.32</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>130.34</td> </tr> </table>	SSE Electric	Street lighting energy 4.5.22-1.6.22	18.73	FCC Recycling UK Ltd	Proforma-third party grant contribution	8684.98	Eastern Play Services	Play area works	2238.98	EKS Construction	Rec roadway drainage works	2040.00	Brookfield Contracting	Grass cutting, June 22	889.20	Brookfield Contracting	Orchard grass cutting	240.00	LGS Services	Internal audit 2021-22	150.00	South Cambs DC	Uncontested election May 22	135.00	Print-Out	EAG game sheets, Rec project posters	69.60	Unity Trust Bank	Quarterly current account fee	18.00	Salaries	Salaries	967.96	Expenses	Expenses	30.00	HMRC	PAYE/NI	22.32	NEST	Pension	130.34	
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85.2	<p><u>To report on any income received</u></p> <table> <tr> <td>Feel Good Fitness</td> <td>Rec exercise classes, June 22</td> <td>20.00</td> </tr> <tr> <td>Ivett &amp; Reed</td> <td>Memorial fee</td> <td>140.00</td> </tr> <tr> <td>Total</td> <td></td> <td>160.00</td> </tr> </table>	Feel Good Fitness	Rec exercise classes, June 22	20.00	Ivett & Reed	Memorial fee	140.00	Total		160.00				
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85.3	<p><u>To note bank reconciliation and budget position as at 1 July 2022</u></p> <p>Clerk had no concerns to report about the budget position at the end of the first quarter. Cashflow will need to be closely monitored when the Rec project starts. Noted that the current planned start date of 8<sup>th</sup> August may need to be pushed back as the funding agreement must be signed before entering into any contracts.</p>													
85.4	<p><u>To review licence fees charged for parking bays</u></p> <p>In respect of Stocks Green, the first phase of improvement works will be the removal of the Leylandii and installation of a 1.8-metre-high fence this autumn. This will create additional room to allow an upgraded track to be installed and a larger grass area created when budgets allow. To this end, it was agreed to write to the owner and agents of the leased property that currently has a parking bay licence to notify them not to expect a licence to be granted for future tenants.</p> <p>Proposed by the Chair that the annual fee for the parking bay licences should be increased to £25. Seconded by Cllr Reeves. RESOLVED unanimously.</p>	Chair												
22/86	<p><b>OPEN SPACES/RECREATION GROUND MATTERS</b></p>													
86.1	<p><u>To consider funding Rec project potential shortfall</u></p> <p>Updated project costs figures had been circulated following the receipt of revised quotes. Current shortfall estimate is approx. £1,300. The project manager does not expect this to exceed £2,000.</p> <p>Proposed by Cllr Starling that the PC should fund the project shortfall. Seconded by Cllr Pinter. RESOLVED unanimously.</p> <p>Proposed by Cllr Pinter that Brookfield Contracting revised quote of <u>£61,050</u> + VAT for project RFQ items 1 to 5 (less 3% discount) should be approved. Seconded by Cllr Grove. RESOLVED unanimously.</p>													
86.2	<p><u>To consider quote to pollard Rec Popular Trees</u></p> <p>Daniel Wright (Brookfield Contracting) had recommended works on boundary Poplar trees and removal of one Willow to allow the new path to be installed safely and prevent encroachment on to the Rec. He had offered a discount on the cost if works are undertaken at the same time as the Rec project works.</p> <p>Proposed by Cllr Grove that Brookfield Contracting quote of <u>£3,200</u> + VAT to pollard approx.12 Poplar trees to 8 metres and remove one Willow should be approved. Seconded by Cllr Reeves. RESOLVED unanimously.</p>													
86.3	<p><u>To consider paying for bin installation at Gunn's Lane and weekly emptying charge</u></p> <p>Clerk had received a quote from SCDC of £414 for a bin installation and £3 per week emptying. It was agreed not to proceed at this stage but consider including in 2023-24 budget.</p>													
22/87	<p><b>EMERGENCY PLAN MATTERS</b></p>													
87.1	<p><u>To consider accepting offer from CCC Community Flood Action of up to £500 to spend on additional items for flood kit</u></p>													

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	Proposed by Cllr J Bailey that the offer of up to £500 for additional flood kit items should be accepted. Seconded by Cllr Starling. RESOLVED unanimously. Andrew Dennis (FMG) had kindly drawn up a list of suggested items to complement the existing kit, totalling approx. £314. Clerk will circulate the details of items available. Councillors were asked to suggest any additional items for consideration.	All
22/88	<b>PERSONNEL MATTERS</b>	
88.1	<u>Motion to Exclude: To resolve that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting due to the confidential nature of the business to be transaction at item 88.2.</u> Proposed by the Chair. Seconded by Cllr Starling. RESOLVED unanimously. <i>Member of the public and the Clerk then left the meeting at 8.55pm</i>	
88.2	<u>To consider increasing Clerk's hours for a temporary period to cover additional work on Rec project.</u> Proposed by Cllr Starling that the Clerk's hours should be increased by 1.5 per week from 1 <sup>st</sup> July 2022 until 12 <sup>th</sup> September. Seconded by Cllr Pinter. RESOLVED unanimously. The Clerk was asked to keep a log of the work undertaken on the project and bring this to the September meeting for review.	Clerk
88.3	<u>Motion to Re-Admit the Public and Press: To resolve that, the confidential business having been concluded, the press and public be re-admitted to the meeting.</u> Proposed by the Chair. Seconded by Cllr Starling. RESOLVED unanimously. <i>The Clerk re-joined the meeting at 9.05pm.</i>	
22/89	<b>DATE OF NEXT MEETING</b>  Parish Council: Monday 12 September 2022, 7.30pm Planning meeting – Monday 25 July – if required. Monday 15 <sup>th</sup> August – Stephen Kelly, Greater Cambridge Planning to attend.	
	<b>The meeting was declared closed at 9.10pm</b>	

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