

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 10 October 2022 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs D Reeves (Chair), J Bailey, M Davidson. Clerk: L Lawrence. In attendance: Cnty Cllr Thompson (part meeting.) One member of the public. Absent: Cllr W Bailey Cllr Reeves was elected Chair for this meeting in the absence of the Chair and Vice-Chair.	
22/90	<b>APOLOGIES FOR ABSENCE</b>  Cllr T Starling (personal), Cllr S Moore (illness), Cllr R Pinter (illness), Cllr J Grove (personal)	
22/91	<b>DECLARATIONS OF INTEREST</b>  None declared.	
22/92	<b>PUBLIC OPEN SESSION</b>  No questions or comments from the member of public.	
22/93	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 12 SEPTEMBER 2022</b>  Approval proposed by Cllr Reeves. Seconded by Cllr. Bailey RESOLVED unanimously. Minutes were signed by the Chair.	
22/94	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 15 AUGUST 2022</b>  Approval proposed by Cllr Bailey. Seconded by Cllr Davidson. RESOLVED unanimously. Minutes were signed by the Chair.	
22/95	<b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>Item Ref 22/87.1 - Flood Kit</u> – all additional items had been received and placed in the upstairs PC storeroom. <u>Item Ref 22/88.2 – Clerk’s hours</u> – Clerk had claimed agreed additional hours for Rec project work up to 8 <sup>th</sup> August. However, it had not been necessary to claim from 9 <sup>th</sup> August to 10 <sup>th</sup> October. She will continue to monitor additional hours worked on the project.	
22/96	<b>TO RECEIVE REPORTS</b> (Written reports circulated prior to the meeting and posted on PC website.)	
96.1	<u>County Councillor’s report</u> <u>Bus Cuts</u> – PC expressed objection to the decision made by Stagecoach to cut 18 bus routes and reduce the service to Oakington, including no evening service at all. The C5 service to/from Bar Hill will no longer come through the village. Cnty Cllr Thompson reported that Stagecoach Operations Manager had said that they would be willing to consider adding a later last C6 bus from Cambridge than the planned 4.50pm. He had committed to update on this at a joint parishes meeting arranged with Stagecoach for 17 <sup>th</sup> October. Chair and Clerk to attend. <u>Flood Mitigation</u> - Hilary Ellis had reported that the EA are still working through	

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	<p>the flood models. Some may be signed off soon but there are fundamental issues with others which they are in the process of reviewing. CCC will continue to follow up on this.</p> <p><u>Homes England</u> – quarterly parishes meeting to be held on 12<sup>th</sup> October. Cllr Reeves will attend and report on the continuing issue of blocked drains with Tomato Farm Leylandii debris.</p>							
96.2	<p><u>District Councillors' report</u> PC was extremely disappointed to receive the news that Sarah Cheung Johnson and Alex Malyon had resigned. Thanks were expressed for all their work on our behalf. Noted the election to fill vacancies will be held on 3<sup>rd</sup> November.</p>							
96.3	<p><u>Parish Councillors reports (verbal)</u> Cllr Davidson had attended the 13<sup>th</sup> September Pavilion Committee AGM/meeting. Nothing of note to report. Cllr Reeves had attended 'Policing South Cambs' presentation. This provided an overview of how the force is currently organised. Cllr Bailey reported that silted drains at the crossroads had caused an issue with water getting into the phone/internet wiring. BT operatives had informed him they had pumped out 400 gallons of silt. Clerk to report this to Highways</p>							
96.4	<p><u>Clerk's report</u> <u>Cambridge &amp; Counties Bank</u> – interest rate increased to 2.30% <u>Croft Lane Public Footpath 6</u> – obstruction by a gated chicken run had been reported to the Rights of Way officer. <u>Car park Portaloo</u> – removed by Environment Agency. <u>Snow plough</u> – former resident had offered to donate an old village snow plough to the Parish Council. Clerk to obtain further information. <u>Accident, Rec car park</u> – young man had crashed his car into the height restriction barrier on 30<sup>th</sup> September. The force had damaged the barrier causing it to go out of line, making it impossible to open. Grounds contractor effected a repair on 3<sup>rd</sup> October. Clerk to try to claim against the driver's insurance. The incident had been noted in the accident book.</p>	<p>Clerk</p> <p>Clerk</p>						
22/97	<p><b>PLANNING MATTERS</b></p>							
97.1	<p><u>Applications requiring a decision</u> <u>22/03391/HFUL – 30 Arcadia Gardens</u> – single storey front extension and part single storey and two storey rear extension. RESOLVED unanimously to <u>make no recommendation</u>. No comments. <u>22/03642/FUL – Oakington Garden Centre</u> – recladding of existing garden centre building. RESOLVED unanimously to <u>make no recommendation</u>. No comments.</p>							
97.2	<p><u>22/03927/HFUL – 71 High Street</u> – replacement of garden shed with detached single storey garden room. 2 metre high replacement gate and fence to front boundary. RESOLVED unanimously to <u>make no recommendation</u>. No comments.</p>							
97.3	<p><u>Applications to note only</u> <u>22/0912/TTCA – 7 Mill Road</u> - Oak tree, Reduce by a maximum of 3m. Beech tree, Reduce back away from house by a maximum of 3m.</p>							
97.3	<p><u>Applications decisions received.</u> None received.</p>							
22/98	<p><b>FINANCE MATTERS</b></p>							
98.1	<p><u>To approve payment of outstanding accounts due</u> <u>August payments</u></p> <table> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.6.22-1.7.22</td> <td>19.08</td> </tr> <tr> <td>Connections Bus Project</td> <td>Youth work sessions June-July 22</td> <td>1524.00</td> </tr> </table>	SSE Electric	Street lighting energy 2.6.22-1.7.22	19.08	Connections Bus Project	Youth work sessions June-July 22	1524.00	
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	Crucial Cuisine	Sandwiches, EAG volunteers event	174.60
	Barkers Bakery	Cakes, EAG volunteers event	190.50
	Stuart Darling Ltd	MUGA fence post reinstatement	120.00
	O&W Sports Pavilion	Contribution to youth MUGA sessions	88.00
	D Reeves	Refund glue & Perspex, notice board	34.26
	D Reeves	Refund disinfectant, phone library	10.99
	Salaries	Salaries	1093.68
	Expenses	Expenses	30.00
	HMRC	PAYE/NI	103.67
	NEST	Pension	154.77
	<b>Multipay Charge Card</b>		
	Lloyds Bank	Monthly charge card fee	3.00
	Zoom	Zoom Pro online meetings	14.39
	Greater Camb Planning	DC, Biodiversity Plan – Rec project	148.20
	Total		3709.14
	<u>September payments</u>		
	Versa Ltd	Steel seating, Rec project	14522.40
	Mowell & Company Ltd	Circulate seating, Rec project	3762.00
	Hedges Direct	20% deposit hedges, Rec project	1484.73
	SSE Electric	Street lighting energy 2.7.22-1.8.22	19.25
	Brookfield Contracting	Grass cutting July 22	430.80
	Brookfield Contracting	Grass cutting Aug 22	370.90
	PKF Littlejohn LLP	AGAR review	360.00
	Salaries	Salaries	1132.83
	Expenses	Expenses	30.00
	HMRC	PAYE/NI	133.54
	NEST	Pension	162.92
	<b>Multipay Charge Card</b>		
	Lloyds Bank	Monthly charge card fee	3.00
	Zoom	Zoom Pro online meetings	14.39
	Total		22426.76
	<u>October payments</u>		
	Barcham Trees Plc	20% deposit Rec project trees	240.00
	BHIB Ltd	Annual insurance	2183.33
	Martin Hardy Assoc	MUGA maintenance	620.00
	I N Fabrications Ltd	50% deposit Rec project screens	1620.00
	Brookfield Contracting	Grass cutting Sept 22	586.80
	Unity Trust Bank	Quarterly current account fee	18.00
	SSE Electric	Street lighting energy 2.8.22-1.9.22	19.25
	Salaries	Salaries	967.96
	Expenses	Expenses	30.00
	HMRC	PAYE/NI	22.32
	NEST	Pension	130.34
	<b>Multipay Charge Card</b>		
	Lloyds Bank	Monthly charge card fee	3.00
	Zoom	Zoom Pro online meetings	14.39
	Portal Plan Ltd	DC6-CTMP V2, Rec project	148.20
	Total		6603.59
	<u>Approval</u> proposed by Cllr Bailey. Seconded by Cllr Davidson. RESOLVED unanimously.		
98.2	<u>To report on any income received</u>		
	Cambs & Counties Bank	Annual interest	518.69
	Santander	Business Saver Interest	0.08
	South Cambs DC	Precept 22/23B	30612.50
	HMRC	VAT reclaim 1.7.22-31.8.22	3484.66

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	Residents	Double depth grave space	300.00		
	Total		34915.93		
98.3	<u>To note budget position and bank reconciliation as at 1 October 2022</u> Clerk reported on underspends and current overspend on Rec project due to inability to reclaim costs from FCC until the project starts. Noted that Cemetery income is down so far this year.				
98.4	<u>To report on conclusion of annual audit</u> External audit had been concluded with no matters of concern raised. Notice of Conclusion of Audit had been posted for the required period.				
98.5	<u>To report on insurance renewal (delegated decision)</u> BHIB Ltd quote of <u>£2183.33</u> for a 3 year long term agreement with Aviva had been accepted under delegated authority.				
98.6	<u>To consider community grant application</u> Proposed by Cllr Davidson that OWN's application for <u>£47</u> towards the cost of Hardship fund flyers should be approved. Seconded by Cllr Bailey. RESOLVED unanimously.				
98.7	<u>To consider replacement defibrillator quotes</u> Proposed by Cllr Reeves that SADS UK quote of <u>£858 + VAT</u> for an IPAD SP1 defibrillator should be approved. Seconded by Cllr Bailey. RESOLVED unanimously.				
98.8	<u>To report on notice given to withdraw funds from 95-day notice account (delegated decision)</u> Notice had been given to withdraw £40,000 on 19 <sup>th</sup> December if required for cashflow due to Rec project delays. Clerk had diarised to cancel this withdrawal if not required.				
22/99	<b>OPEN SPACES/RECREATION GROUND MATTERS</b>				
99.1	<u>To consider suggested rewording of Rec Ground Memorial Board and approval of increased cost of boards</u> Due to there being only three councillors in attendance, it was agreed to defer this item to the November meeting.				Nov agenda
99.2	<u>To consider replacing four of the Queen's Green Canopy trees</u> Due to there being only three councillors in attendance, it was agreed to defer this item to the November meeting.				Nov agenda
99.3	<u>To consider purchasing a hosepipe suitable for watering Rec trees</u> Due to there being only three councillors in attendance, it was agreed to defer this item to the November meeting				Nov agenda
99.4	<u>To consider quotes for Stocks Green Leylandii removal and fence installation</u> Proposed by Cllr Reeves that Brookfield Contracting quote of <u>£3,892 + VAT</u> should be approved. Seconded by Cllr Bailey. RESOLVED unanimously.				
99.5	<u>To consider location for Jubilee bench on Stocks Green</u> Due to there being only three councillors in attendance, it was agreed to defer this item to the November meeting. Site meeting to be arranged with CA and Baptist chapel to discuss options.				Nov agenda
99.6	<u>To consider quote to crown lift Cemetery central Oak tree and weed spray path</u> Proposed by Cllr Bailey that Brookfield Contracting quote of <u>£240 +VAT</u> should be approved. Seconded by Cllr Davidson. RESOLVED unanimously				
99.7	<u>To consider quote to crown lift Cemetery Lime tree nearest the Pavilion</u> Proposed by Cllr Reeves that Brookfield Contracting quote of <u>£130 + VAT</u> should be approved. Seconded by Cllr Bailey. RESOLVED unanimously				
99.8	<u>To consider issuing parking permits to allow 4-5 school staff to park at the Rec for the duration of the school day</u> Proposed by Cllr Reeves that 5 parking permits should be issued and reviewed in six months. Seconded by Cllr Bailey. RESOLVED unanimously				
99.9	<u>To consider report on local groups cooperation with the PC on Rec matters</u>				

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99.10	<p>Due to there only being three councillors in attendance, it was agreed to defer this item to the November meeting.</p> <p><u>To receive an update on Rec project progress</u></p> <p>Clerk reported that the project start had been delayed due to rejection of the Traffic Management Plan discharge condition. A new plan had been submitted which will hopefully be approved by the Planning team shortly. It is likely that the path work will now need to be done in two sections due to soft/wet ground conditions along the brook side of the Rec. Seating, screens, trees and hedging have all been ordered ready for installation in the next few months. The project is currently still on track for completion by next Spring.</p>	Nov agenda
99.11	<p><u>To note Jubilee Oak tree order</u></p> <p>Barchams have earmarked an Oak (Quercus Robur) to be delivered with the Rec Project trees. The cost will be <u>£285</u> + VAT. Noted this is slightly more than the £260 grant received from South Cambs DC.</p>	
22/100	<p><b>HIGHWAYS/TRANSPORT MATTERS</b></p>	
100.1	<p><u>To note progress on A14 Legacy Fund traffic calming works and 20mph zone</u></p> <p>Highways contractor will complete the remainder of the snagging work from 24<sup>th</sup> October and continue into the first week of November. These works include installing new terminals, new lining and installation of a speed cushion on water lane.</p>	
100.2	<p><u>Local Highways Initiative 2023-24</u></p> <p>Details of the application process had been received with a deadline of 6<sup>th</sup> January. TAG is discussing various options and will present a recommendation to the PC at the November meeting.</p>	Nov agenda
100.3	<p><u>Planned reduction in village bus service</u></p> <p>Clerk had collated residents' objections to the proposed reduction in service from 30<sup>th</sup> October. These will be discussed with Stagecoach at the joint parishes meeting on 17<sup>th</sup> October.</p>	
100.4	<p><u>East West Rail</u></p> <p>Noted that East West Rail had been earmarked for acceleration as part of the Government's latest plans. There had been no update on the preferred route.</p>	
100.5	<p><u>To consider response to CCC Transport Strategies consultation</u></p> <p>Cllr Reeves agreed to draft a response for circulation and comment. Noted the consultation deadline is 7<sup>th</sup> November.</p>	
22/101	<p><b>DATE OF NEXT MEETING</b></p> <p>Parish Council: Monday 14 November 2022, 7.30pm          Planning meeting – Monday 24 October – if required.</p>	
	<p><b>The meeting was declared closed at 8.40pm</b></p>	

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