

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

Agenda No:		Action
	Present: Cllrs S Moore, (Chair), T Starling, D Reeves, R Pinter. Clerk: L Lawrence. In attendance: Cnty Cllr Thompson (part meeting), Dist Cllr Warren-Green. Three members of the public. Absent: Cllr J Grove, Cllr W Bailey.	
22/102	APOLOGIES FOR ABSENCE Cllr M Davidson (illness), Cllr J Bailey (illness)	
22/103	DECLARATIONS OF INTEREST None declared.	
22/104	PUBLIC OPEN SESSION Resident spoke about the third and final constituency boundary review consultation which ends on 5 December. The proposed name for our constituency is 'St Neots and Mid Cambridgeshire' She objected to the inclusion of St Neots and will respond as such. Members indicated agreement and suggested that 'Cambridge West' would be more appropriate.	
22/105	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 10 OCTOBER 2022 Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
22/106	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item 96.4 Chicken Run, Croft Lane public footpath 6</u> – Rights of Way officer had spoken to the occupant and decided that 'due to the short dead-end nature of the section of public footpath the situation could be tolerated'. The Parish Council felt this was not acceptable. Cnty Cllr Thompson will follow this up. <u>Item 96.4 Height Barrier damage</u> – the driver had admitted responsibility and his insurance company had confirmed they will pay for the damage.	
22/107	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.)	
107.1	<u>County Councillor's report</u> Cllr Reeves commented on the blocked drains at the crossroads. Cllr Thompson confirmed they are included on the flooding hotspots programme of works, although she was unable to confirm the date. Cllr Reeves commented on the poor road surface/potholes in Dry Drayton Road near the A1307 roundabout. Cllr Thompson asked for these to be reported via Highways Report IT and she will then follow it up with officers. Her offer to try to arrange a meeting with the Chair and newly elected District Councillors was gratefully accepted.	
107.2	<u>District Councillors' report</u> Dist Cllr Warren-Green was welcomed to her first meeting and congratulated on her election success. Dist Cllr Bygott had also been elected on 3 November but was not in attendance at this meeting. Cllr Warren-Green is to going to speak to	

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107.3	<p>him about how they will work together going forward.</p> <p><u>Parish Councillors reports (verbal)</u></p> <p>Cllr Pinter reported on behalf of the CA that the bonfire event had been successful and had made a small surplus. The Journal is also scheduled to make a small profit this year. The CA is planning a joint Christmas tree event with OWN.</p> <p>Cllr Reeves had attended the November Pavilion Committee meeting. Due to increased costs, if nothing changes it is likely that all reserves will be used up within the next three years. The committee is adopting a more rigorous lettings policy with a penalty for default on usage and has put all non-urgent expenditure on hold. The MUGA surface needs to be replaced with something more suitable for football to retain business. Noted this is a Parish Council responsibility. The CA had indicated they would like to be more closely involved with the Pavilion Committee by joining the committee. They would like a key to the building to be able to access their property without having to ask the caretaker for access. Cllr Reeves will take the points raised to the next Pavilion meeting.</p> <p>Cllr Starling reported that the last TAG meeting had focussed on various Highways issues and the LHI application for 2023-24.</p> <p>Chair reported that the Rec project path, seating and bulbs areas had been marked out and work will start in the next couple of weeks.</p>																									
107.4	<p><u>Personnel Committee</u></p> <p>Cllr Starling (Personnel Chair) reported that the Clerk's annual appraisal had been conducted by two members and her job description reviewed by the committee. It had been agreed to hold quarterly one to one meetings with her. All personnel related policies were reviewed.</p>																									
107.5	<p><u>Clerk's report</u></p> <p>Clerk had attended a 'Making Connections' webinar and the SCDC Parishes Planning meeting.</p> <p>Snowy Farr memorabilia had been offered to the parish by a non-resident and had been collected by Nick Harrison for inclusion in the village archive.</p>																									
22/108	<p>PLANNING MATTERS</p>																									
108.1	<p><u>Applications requiring a decision</u></p> <p>None received.</p>																									
108.2	<p><u>Applications to note only</u></p> <p>22/1232/TTCA – 76 High Street – fell Araucaria</p> <p>22/1234/TTCA – 71 High Street – fell eleven Birch, one Conifer.</p>																									
108.3	<p><u>Applications decisions received.</u></p> <p>22/02195/HFUL – 43 Station Road – part single storey and two storey rear extension. <u>Approved</u></p> <p>22/03642/FUL – Oakington Garden Centre -recladding and reroofing. <u>Approved</u></p> <p>21/02736/CONDC – Oakington Recreation Ground -Condition 6 Construction Traffic Management Plan. <u>Discharged in full.</u></p>																									
22/109	<p>FINANCE MATTERS</p>																									
109.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>Barcham Trees Plc</td> <td>Balance – Rec project trees</td> <td>3007.20</td> </tr> <tr> <td>Barcham Trees Pls</td> <td>Quercus Robur (Jubilee Oak)</td> <td>342.00</td> </tr> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.9.22-1.10.22</td> <td>19.60</td> </tr> <tr> <td>Connections Bus</td> <td>Youth work sessions Sept-Oct 22</td> <td>1270.00</td> </tr> <tr> <td>Boston Bulb Company</td> <td>Bulbs – Rec project</td> <td>980.00</td> </tr> <tr> <td>Hedges Direct</td> <td>Balance – Rec project hedging</td> <td>5938.94</td> </tr> <tr> <td>Round Peg Ltd</td> <td>A1 boards – Rec project</td> <td>840.00</td> </tr> <tr> <td>SADS UK</td> <td>Defibrillator</td> <td>1047.60</td> </tr> </table>	Barcham Trees Plc	Balance – Rec project trees	3007.20	Barcham Trees Pls	Quercus Robur (Jubilee Oak)	342.00	SSE Electric	Street lighting energy 2.9.22-1.10.22	19.60	Connections Bus	Youth work sessions Sept-Oct 22	1270.00	Boston Bulb Company	Bulbs – Rec project	980.00	Hedges Direct	Balance – Rec project hedging	5938.94	Round Peg Ltd	A1 boards – Rec project	840.00	SADS UK	Defibrillator	1047.60	
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	Defib4Life	Defib pads & charging stick	174.35	
	Brookfield Contracting	Grass cutting October 22	370.80	
	IN Fabrications Ltd	Corten screens-Rec project	1932.00	
	Salaries	Salaries	1132.83	
	Expenses	Expenses	30.00	
	HMRC	PAYE/NI	133.54	
	NEST	Pension	162.92	
	Multipay Charge Card			
	Lloyds Bank	Monthly charge card fee	3.00	
	Zoom	Zoom Pro online meetings	14.39	
	Landlife Wildflowers	Wildflower seeds – Rec project	144.99	
	Sam Turner & Sons	Solar lights – Rec project	239.96	
	Total		17784.12	
	<u>Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED</u> unanimously.			
109.2	<u>To report on any income received</u>			
	Resident	Parking bay licence	25.00	
	Non-resident	Parking bay licence	25.00	
	F W Cook	Interment fee	200.00	
	Total		250.00	
109.3	<u>To note bank reconciliation as at 1 November 2022</u> Clerk updated the PC on the bank position as at 1 November 2022.			
109.4	<u>To consider funding Connections youth bus in 2023-24</u> Proposed by Cllr Starling that Connections quote of <u>£275</u> per session from 1 April 2023 should be accepted. Seconded by Cllr Pinter. RESOLVED unanimously. Noted this is a 15% increase on 2022-23.			
109.5	<u>To consider Scribe Accounts subscription for 2023-24</u> Proposed by Cllr Pinter that Scribe Accounts price increase of <u>£4.80</u> per month to <u>£28.80</u> per month from 1 April 2023 should be accepted. Seconded by Cllr Starling. RESOLVED unanimously.			
109.6	<u>To consider joining Institute of Cemetery & Crematorium Management (ICCM)</u> Proposed by Cllr Starling that the PC should join the ICCM at the cost of <u>£95PA</u> . Seconded by Cllr Pinter. RESOLVED unanimously			
109.7	<u>To note Clerk's National Salary Award for 2022-23</u> Noted and will be implemented from the December 2022 salary payment, backdated to 1 April 2022.			
22/110	OPEN SPACES/RECREATION GROUND MATTERS			
110.1	<u>To consider suggested rewording of Rec Ground Memorial Board and approval of increased cost of boards</u> Proposed by Cllr Reeves that the revised wording and increased cost of <u>£350</u> per board should be approved. Seconded by Cllr Starling. RESOLVED unanimously			
110.2	<u>To consider replacing four of the Queen's Green Canopy trees</u> Proposed by Cllr Pinter that the four trees should be replaced with Rowans. Seconded by Cllr Reeves. RESOLVED unanimously			
110.3	<u>To consider location for Jubilee Oak at Rec</u> Proposed by Cllr Reeves that the tree should be planted near the planned path and bulb area as discussed during a site visit with the contractor. Seconded by Cllr Pinter. RESOLVED unanimously			
110.4	<u>To consider accepting donation of former village snow plough for installation at Rec</u> Proposed by Cllr Reeves that the donation should be accepted, and the plough installed next to the railway track. Seconded by Cllr Starling. RESOLVED unanimously A 'no climbing' warning sign will be installed next to it.			

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110.5	<u>To consider location for Jubilee bench</u> Proposed by Cllr Pinter that the bench should be installed under the Pavilion eaves to the left of the hall exit doors facing the Rec. Seconded by Cllr Reeves. RESOLVED unanimously.	
110.6	<u>To consider replacing car park lights with LEDs</u> Proposed by Cllr Starling that J Kilborn & Son quote for £999.50 + VAT to replace 8 car park lamps with LEDs should be accepted. Seconded by Cllr Pinter. RESOLVED unanimously.	
110.7	<u>To consider purchasing a hosepipe suitable for watering Rec trees</u> After some discussion it was agreed to defer this to the December meeting and consider the purchase of a water bowser instead.	December agenda
110.8	<u>To receive an update on Rec project progress</u> All marking out had been completed. Planting work will start in the next couple of weeks. Seating area and path work will start in the New Year.	
110.9	<u>To consider report on local groups cooperation with the PC on Rec matters</u> Item deferred to the December meeting to allow Cllr Reeves to discuss with the EAG, SOW and CA.	December agenda
22/111	HIGHWAYS/TRANSPORT MATTERS	
111.1	<u>To consider Local Highways Initiative 2023-24</u> Cllr Starling and the Clerk had met with the Highways Projects officer online to discuss various options discussed with TAG. These included a joint application with Girton PC for a speed reduction to 30mph between the two villages and speed reduction measures in Westwick to enable a future 20mph application there. TAG plan to submit a recommendation to be considered at the December PC meeting.	December agenda
22/112	COMMUNITY MATTERS	
112.1	<u>To consider joining inter-parishes hydrology group</u> Andrew Dennis (FMG) had looked at the draft terms of reference at the request of the Chair. He thought that on balance it would be useful to join the group providing it would not preclude continuing work with the various relevant agencies, in particular the EA regarding the brook and Homes England regarding attenuation. After some discussion, it was proposed by Cllr Reeves that the Parish Council should join the hydrology group. Seconded by Cllr Pinter. RESOLVED unanimously.	
22/113	CONSULTATIONS	
113.1	<u>Fen Reservoir Consultation</u> After a brief discussion it was decided to make no comments.	
113.2	<u>Greater Cambridge Partnership – Making Connections consultation</u> After a lengthy discussion, there was a general consensus that the Parish Council broadly supported the proposals with some reservations. However, as there were only four councillors present, it was decided that individual responses would be submitted rather than a full Parish Council response.	
22/114	DATE OF NEXT MEETING	
	Parish Council: Monday 12 December 2022, 7.30pm Planning meeting – Monday 28 November– if required.	
	The meeting was declared closed at 9.30pm	

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