

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 9 January 2023 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore (Chair), T Starling (Vice-chair), D Reeves, J Grove, J Bailey, R Pinter. Clerk: L Lawrence. In attendance: Cnty Cllr Thompson (part meeting), Dist Cllr Warren-Green (part meeting) Dist Cllr T Bygott (part meeting). 28 members of the public. Absent: Cllr W Bailey.	
23/1	<b>APOLOGIES FOR ABSENCE</b>  Cllr M Davidson (personal)	
23/2	<b>DECLARATIONS OF INTEREST</b>  None declared.	
23/3	<b>PUBLIC OPEN SESSION</b>  There were no issues raised by members of the public, apart from those who had attended in respect of items 7.1 & 7.2.	
23/4	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 12 DECEMBER 2022</b>  Approval proposed by Cllr Reeves. Seconded by Cllr Pinter. RESOLVED unanimously. Minutes were signed by the Chair.	
23/7  7.1	<b>OPEN SPACES AND RECREATION GROUND MATTERS</b>  At the instigation of the Chair, the agenda order was altered as most members of the public had attended in respect of items 7.1 and 7.2 <u>To consider removing Stocks Green London Plane tree and replace with a more suitable variety</u> Copies of the Parish Council's report on the Plane tree were distributed before the start of the meeting. The Chair gave a brief introduction; explaining that the Parish Council took ownership of the green in 1979, when it was registered as a Village Green. Baptist Chapel members have a legal right to park on the grass area, which was formalised by deed in 2003. The relevant house owners have a right to access their properties via the track. The Parish Council had been considering options for the renewal of Stocks Green. Cllr Reeves then explained that in December 2022 the Baptist Chapel had sent the Parish Council a copy of a professional structural survey on the building which was commissioned by them in 2018 as they had noticed external cracking. The report indicated that the Plane 'would appear to be the main contributory cause of the damage'. The Chapel had also sent the Parish Council photos of cracking that had appeared since renovation works, both external and internal. He then read out the Parish Council's report which thanked residents for providing their views on the Plane and potential improvement works. It is clear that the Parish Council must seek further expert advice on the tree and the comments received will be included the discussions with the appointed consultant. There are likely to be several options including; doing nothing,	

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019, reconfirmed on 9 May 2022. All decisions are taken using that power unless otherwise stated.

	<p>curtailing its growth by crown reducing and root pruning or complete removal and replacement with a 'mature' native tree.</p> <p>Cllr Grove then read out her report as Tree Warden. Her recommendation to the Parish Council is to arrange an independent structural survey on the Chapel and a full structural survey on the Plane with a qualified arboriculturalist (to include an ultrasound.)</p> <p>It was RESOLVED to temporarily suspend the meeting at 7.54pm, in order to receive comments and questions from members of the public.</p> <p>Q. Has the architectural practice property experienced any structural issues?  A. No knowledge of this, but it is worth asking.</p> <p>Q. Does the tree have a TPO?  A. No, but it is in the Conservation Area.</p> <p>Q. What maintenance work has been done on the Plane &amp; Limes in recent years?  A. The Plane was last crown reduced in 2015. The Limes are the responsibility of Cambridgeshire County Council.</p> <p>Q. Has a qualified arboriculturalist assessed the tree?  A. Not yet. We are in the process of arranging for this to be done.</p> <p>One resident read out questions on behalf of another resident who had been unable to attend. These included; has a structural survey been commissioned to identify the cause of the damage to the chapel and its severity? What evidence has been gathered that proves the tree is at fault for the damage to the chapel? Has any kind of valuation of the tree been carried out, such as CAVAT? Have any engineering solutions been considered to repair the chapel and keep the tree in situ, such as a root barrier?  A. All noted and will be taken into consideration.</p> <p>Q. Could the tarmac footpath be replaced with Hoggin?  A. The path is the responsibility of Cambridgeshire County Council. Cnty Cllr Thompson stated that the Highways team will assess the path. Actions will depend on the extent of root damage.</p> <p>Q. Is there a conflict of interest between the Parish Council and Baptist Chapel?  A. No.</p> <p>Chapel member confirmed there had been cracks appearing in the building prior to the recent renovation works. Helifix had been done but further cracks had appeared since.</p> <p>Five children asked for the tree to be saved. They also presented the Parish Council with some wonderful drawings detailing why they felt the tree should not be cut down.</p> <p>One resident asked that consideration is given to replacing the Leylandii with a more wildlife friendly hedge rather than a fence.</p> <p>Another commented that plastic mesh is not very environmentally friendly and suggested looking into alternatives for the grass area.</p> <p>Several residents stated that it is not possible to make informed comments until the Parish Council is in a position to share a full independent survey on the Chapel and an arboriculturalist survey on the tree, as well as a written plan of improvement works.</p> <p>The Chair drew the discussion to a close by thanking residents for their valuable contributions and inviting those interested to join a consultation working group to be chaired by Cllr Reeves to look at the plans with a view to presenting a proposal to the Parish Council this summer. Eight residents indicated interest and provided contact details.</p> <p>The meeting was then reconvened at 8.45pm.</p> <p><i>26 members of the public left the meeting.</i></p> <p>Proposed by the Chair that the Parish Council should instruct a surveyor to undertake an independent structural survey of the Chapel and an</p>	
--	--	--

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019, reconfirmed on 9 May 2022. All decisions are taken using that power unless otherwise stated.

7.2	arboriculturalist to undertake a full survey of the London Plane. Seconded by Cllr Pinter. RESOLVED unanimously. <u>To consider Stocks Green improvement works</u> Item deferred to a future meeting.	
7.3	<u>To consider forming a working group to investigate options for Pavilion and MUGA sustainability</u> Proposed by Cllr Reeves that a working group should be formed consisting of Chair, Cllr Starling, Cllr Reeves, Pavilion Chair, Pavilion Treasurer. Seconded by Cllr Starling. RESOLVED unanimously.	
23/5	<b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>Item ref: 22/120.4 Pavilion Boilers service</u> – the Clerk had accepted a quote from GT Gas Services Ltd for £475 +VAT. <u>Item ref: 22/123.4 Water Bowser</u> – Cllr Starling had obtained costings for a portable bowser that are within the agreed budget. Therefore, the purchase will be made. <u>Item ref:22/124.6 Fire Alarm External Sounder</u> – had been installed.	
23/6	<b>TO RECEIVE REPORTS</b> (Written reports circulated prior to the meeting and posted on PC website.)	
6.1	<u>County Councillor's report</u> <u>'Safe and Dry' programme</u> – the three flood hotspot locations in Oakington are on the works schedule. Date yet to be confirmed. <u>Meadow Farm Close</u> – Cllr Thompson will follow up on grass seeding around tree. <u>The Drift</u> – Cllr Reeves had originally reported the path damaged by contractors in August 2021. It is incredibly dangerous and urgent action is needed. The Highways officer had committed to arranging a repair months ago, but it has still not been done. Cllr Thompson will follow up. <u>Cambridge Road, Drift</u> - Chair reported that walkers had been challenged by the landowner for using the drift. However, it is a public right of way. Cllr Thompson will follow up with the Rights of Way team.	
6.2	<u>District Councillors' report</u> <u>Platinum Jubilee Village Hall Fund</u> . Cllr Warren-Green reported that the application deadline is 20 January. <u>Rec Project</u> - Cllr Bygott was asked if he had spoken to Anthony Browne, MP to about the Parish Council's request for Mr Browne to attend a turf-cutting ceremony to mark the start of the project. Cllr Bygott confirmed Mr Browne had received the email and he would follow this up. Cllr Thompson offered to invite the Leader of the County Council if no response is received soon. <i>Cllrs Thompson, Warren-Green, Bygott and 2 members of the public left the meeting. Cllr Grove left the meeting at 8.50pm.</i>	
6.3	<u>Parish Councillors reports (verbal)</u> Chair reported that sadly two former longstanding parish councillors; Derek Chapman and Peter Harradine had recently died. Condolences were expressed to their respective families. Cllr Reeves had planted the four replacement Queen's Green Canopy Sorbus trees Cllr Starling and Chair had attended Girton Parish Council meeting which had considered and approved the joint LHI application for a reduction in the speed limit between the villages to 30mph. Cllr Starling reported that the A14 Legacy funds traffic calming works are almost complete apart from an additional speed cushion to be installed near the Water Lane pinch point.	

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019, reconfirmed on 9 May 2022. All decisions are taken using that power unless otherwise stated.

6.4	<p>TAG meeting minutes had been circulated. Cllr Pinter reported that the Jubilee bench had been installed under the Pavilion eaves facing the Recreation Ground. The CA AGM will take place on 25 January at 7.30pm. <u>Clerk's report (verbal)</u> Busway blocked drain had been reported online. A number of bins in the 20mph zone have 30mph stickers on them. It was agreed to include purchase of 20mph stickers on the next agenda Little Gransden Parish Council had invited all South Cambs parishes to a public meeting on aircraft noise from Luton approach, to be held on 23 February at 7.30pm. Mesh tree protection guards had been purchased at the request of the Orchards volunteer. He will install them during the weekend of 28/29 January.</p>	Feb agenda																																																
23/8	<p><b>PLANNING MATTERS</b></p> <p>8.1 <u>Applications requiring a decision</u> <u>22/05327/FUL – Poplar Barn Farm, Dry Drayton Road</u> –change of use from agricultural building to single dwelling. RESOLVED unanimously to <u>Object</u>. Comment – the barn is in the Greenbelt. The Parish Council does not support housing development on Greenbelt land. Also, the public has used the track as a walking route for more than 20 years and therefore it should be retained as a Right of Way. <u>22/05459/HFUL – 11 Water Lane – single storey rear extensions, internal alterations, new roof and windows</u> RESOLVED unanimously to make <u>no recommendation</u> and no comments.</p> <p>8.2 <u>Applications to note only</u> Tree works: <u>22/1464/TTCA – Foxelwood, Station Road Westwick</u> – various tree works <u>22/1440/TTCA – St Andrews Church, High Street</u> – Sycamore – remove overhanging branches <u>22/05601/CLUED – 9 Longstanton Road</u> – Certificate of Lawfulness to confirm that two parcels of land have been in use as residential domestic garden for in excess of 10 years.</p> <p>8.3 <u>Applications decisions received.</u> <u>22/03927/HFUL – 71 High Street</u> – replacement of garden shed with single storey garden room. APPROVED.</p>																																																	
23/9	<p><b>FINANCE MATTERS</b></p> <p>9.1 <u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.11.22-1.12.22</td> <td>19.08</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Fence posts, Rec project trees</td> <td>468.00</td> </tr> <tr> <td>BusinessWatch UK</td> <td>CCTV annual maintenance</td> <td>176.40</td> </tr> <tr> <td>L C Electrical Ltd</td> <td>Fire alarm external sounder</td> <td>348.00</td> </tr> <tr> <td>O&amp;W Sports Pavilion</td> <td>MUGA youth sessions, winter term</td> <td>96.00</td> </tr> <tr> <td>Connections Bus Project</td> <td>Youth work sessions Nov-Dec 22</td> <td>1778.00</td> </tr> <tr> <td>S Marshall</td> <td>Refund Excl Rights of Burial x 3</td> <td>190.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1004.82</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>35.67</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>136.68</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>Gardener Supplies</td> <td>Mesh tree guards</td> <td>74.25</td> </tr> <tr> <td>Ebay</td> <td>Stakes, dog signs</td> <td>45.49</td> </tr> </table>	SSE Electric	Street lighting energy 2.11.22-1.12.22	19.08	Brookfield Contracting	Fence posts, Rec project trees	468.00	BusinessWatch UK	CCTV annual maintenance	176.40	L C Electrical Ltd	Fire alarm external sounder	348.00	O&W Sports Pavilion	MUGA youth sessions, winter term	96.00	Connections Bus Project	Youth work sessions Nov-Dec 22	1778.00	S Marshall	Refund Excl Rights of Burial x 3	190.00	Salaries	Salaries	1004.82	Expenses	Expenses	30.00	HMRC	PAYE/NI	35.67	NEST	Pension	136.68	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Zoom	Zoom Pro online meetings	14.39	Gardener Supplies	Mesh tree guards	74.25	Ebay	Stakes, dog signs	45.49	
SSE Electric	Street lighting energy 2.11.22-1.12.22	19.08																																																
Brookfield Contracting	Fence posts, Rec project trees	468.00																																																
BusinessWatch UK	CCTV annual maintenance	176.40																																																
L C Electrical Ltd	Fire alarm external sounder	348.00																																																
O&W Sports Pavilion	MUGA youth sessions, winter term	96.00																																																
Connections Bus Project	Youth work sessions Nov-Dec 22	1778.00																																																
S Marshall	Refund Excl Rights of Burial x 3	190.00																																																
Salaries	Salaries	1004.82																																																
Expenses	Expenses	30.00																																																
HMRC	PAYE/NI	35.67																																																
NEST	Pension	136.68																																																
<b>Multipay Charge Card</b>																																																		
Lloyds Bank	Monthly charge card fee	3.00																																																
Zoom	Zoom Pro online meetings	14.39																																																
Gardener Supplies	Mesh tree guards	74.25																																																
Ebay	Stakes, dog signs	45.49																																																

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019, reconfirmed on 9 May 2022. All decisions are taken using that power unless otherwise stated.

	Amazon Toner cartridge	43.99	
	Total	4463.77	
	<u>Approval</u> proposed by Cllr J Bailey . Seconded by Cllr Pinter. RESOLVED unanimously.		
9.2	<u>To report on any income received</u>		
	Dignity Funerals Ltd	Ashes interment fee	110.00
	S Marshall	Admin fee, Excl Rights refund	30.00
	Total		140.00
9.3	<u>To note bank reconciliation as at 1 January 2023</u>		
	Clerk reported that £40,000 had been transferred from 95-day notice account to current account to ease cashflow regarding Rec project. Bank reconciliation as at 1 January 2023 was noted.		
23/10	<b>ADMINISTRATION MATTERS</b>		
10.1	<u>To consider submitting a proxy vote to approve proposed amendment to CAPALC Articles of Association</u>		
	Proposed by Cllr J Bailey that a proxy vote approving the proposed amendment to the Articles of Association should be submitted. Seconded by Cllr Pinter. RESOLVED unanimously.		
23/11	<b>DATE OF NEXT MEETING</b>		
	Parish Council: Monday 13 February 2023, 7.30pm Planning: Monday 23 January 2023, 7.30pm – if required		
	<b>The meeting was declared closed at 9.25pm</b>		

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019, reconfirmed on 9 May 2022. All decisions are taken using that power unless otherwise stated.