

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 13 February 2023 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling (Vice-chair), D Reeves, J Grove, J Bailey, R Pinter, M Davidson. In attendance: Cnty Cllr Thompson (part meeting), Dist Cllr Warren-Green (part meeting) Dist Cllr T Bygott (part meeting). Cllr B Smith, Leader South Cambridgeshire District Council (part meeting) Clerk: L Lawrence No members of the public. Absent: Cllr W Bailey.	
23/12	APOLOGIES FOR ABSENCE None received.	
23/13	DECLARATIONS OF INTEREST None declared.	
23/14	PUBLIC OPEN SESSION There were no members of the public present.	
23/15	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 9 JANUARY 2023 Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
23/16	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item ref 22/120.4</u> – gas engineer had failed to attend to service Pavilion boilers. Clerk to find another contractor to do the work. <u>Item ref 22/123.4</u> – water bowser purchased. Storage options being investigated. <u>Item ref 23/6.1</u> – Highways contractors had started gully clearance work in Water Lane, Dry Drayton Road and Mill Road.	
23/17	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.)	
17.1	<u>County Councillor's report</u> Cllr Thompson updated on the following: <u>Northstowe SARW lighting</u> – Cllr Reeves had reported light pollution from street lighting. Homes England initially claimed it was due to a subcontractor working on the site using mobile tower flood lights to undertake finishing works. However, when Cllr Reeves sent them a photograph showing 14 streetlights that are on constantly at night, they instructed Sisk to provide the lighting assessment, design and as built. Cllr Thompson had requested that the lights are turned off until this is resolved. <u>The Drift/Longstanton Road footway</u> – Highways officer had reported that the damage is beyond a patching repair and he would prefer to do a full repair in April when he has access to the 23-24 budget.	

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<p>17.2</p> <p>22.2</p>	<p><u>Stocks Green</u> – Highways officer had assessed the public footpath and reported that the Plane tree roots are causing the damage, not the Limes. The only option Highways can offer is to tarmac over the protruding roots. They will not put down any other surface.</p> <p><u>Cambridge Road Cycleway</u> – the work is still on hold pending confirmation of funding.</p> <p><u>School portable traffic banners</u> – these are being placed either side of the pedestrian crossing during the school day warning drivers to slow down. They are not approved by Highways and are causing a footway hazard for wheelchair users, prams etc. Cllr Thompson will write to the headteacher and the Road Safety Team. Noted the flashing signs, removed as part of the traffic calming project, had not been replaced with standard school warning signs.</p> <p><u>A14 Legacy project snagging</u> – the final speed bump is scheduled to be installed on 6 March.</p> <p><u>Water Lane hedges</u> – Highways officer had written to all Water Lane home owners asking them to cut back any overgrown hedges. Highways may arrange for the former horse field hedge to be cut back in the next few weeks.</p> <p><u>District Councillors' report</u> The Chair welcomed Cllr Bridget Smith, Leader South Cambs District Council who had attended to honour her commitment to support newly elected district councillors. She responded to questions on: <u>CPCA Bus Franchising timescale</u> – two year target is probably ambitious but she would expect it to be no more than three years. <u>Oxford to Cambridge Pan Regional Partnership</u> – approved by Michael Gove, MP. Its role will be to champion the region as a world leader of innovation and business, acting to achieve environmentally sustainable and inclusive growth and is backed by £2.5 million government funding. Cllr Smith chairs the Environment sub-group and Peter Horrocks chairs the Economy sub-group. <u>Regional water shortage</u> - Cllr Smith stated that SCDC is taking this incredibly seriously and the emerging Local Plan makes it clear that development will be stopped if the issues are not resolved. <u>Northstowe Phase 3A detailed planning application timescales</u> – Cllr Smith committed to look into this and report back. <u>Northstowe flood attenuation timescales</u> – Cllr Smith committed to follow this up with Homes England and report back. <u>EastWestRail</u> -there had been a lack of communication. However, the Head of Planning and Chief Executive had met with EWR last week who implied that their next round of engagement may include a Northern route as they had been criticised for dismissing that route at a very early stage. Cllr Bygott stated that he had suggested an alternative route by the M11 to the EWR team. Cllr Warren-Green highlighted the South Cambs Police meeting in her report and recommended that the Parish Council reports dangerous driving direct to the Police via southcambscops@cambs.police.uk as they committed to tackle hotspots areas. At the instigation of the Chair, the agenda order was altered so that Cllr Smith could be present for item 22.2</p> <p><u>To consider response to GCP St Ives Greenway: Oakington to Cottenham spur consultation</u> Map and section details were displayed via screen. The Chair explained the proposal to widen the Station Road footway to create a shared use path to Westwick and a new bridleway on the southern side of Oakington Road to Cottenham which will comprise of a 3 metre shared use path and a 2 metre strip alongside it. There will be new speed humps in Station Road and the existing Mill Road cycle lane will be widened to 1.5m.</p>	
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	<p>Concerns were expressed about the lack of segregation from the traffic as the route runs alongside the busy 60mph Oakington Road, although noted there is some separation there. Concern was also expressed about the danger of having to cross the road at Westwick Farm and the narrow width of the shared path in Station Road.</p> <p>Dist Cllr Bygott was permitted to present his alternative route proposal which would connect the end of Ellis Close cul-de-sac, Cottenham directly with the Busway between Oakington and Histon. Phase 1 off road route would follow the existing field boundary behind Oakington Road farms and join up with Gunn's Lane. Phase 2 would join up the route through Mansell Wood to the existing footpath alongside Meadow Farm Close Cllr Bygott noted that it would be necessary to find a way to cross the Busway there.</p> <p>Dist Cllr Warren-Green commented that this was discussed at a recent GCP conference call and there would be issues with obtaining farmers' consent, lighting the route and mud on an unsurfaced track.</p> <p><i>Cllr Grove left the meeting at 8.30pm</i></p> <p>After a lengthy discussion it was agreed that the Chair would circulate a draft response to the consultation for comment.</p> <p><i>Dist Cllrs Smith, Warren-Green, Bygott and Cnty Cllr Thompson left the meeting at 8.45pm</i></p> <p><u>Parish Councillors reports (verbal)</u></p> <p>Chair thanked Cllr Starling for the huge amount of work he had undertaken over the past month, which included installing a new external tap and water meter for water bowser use, installing 'No Dogs' signs at the Rec and repainting graffitied 20mph sign with assistance from Cllr Reeves.</p> <p>Cllr Reeves had reported two Voi bikes which had been abandoned at the Rec. Cllr Bailey and Chair had visited Gatehouse Road to try to assess the drainage issue. Chair to follow up.</p> <p>Cllr Pinter reported that the CA had organised a meeting for 15 February to form a group to organise the Coronation Big Lunch on 7 May.</p> <p>He handed out a list of items being sought for Ukrainian refugees. Crossways will be the collection point for donations.</p> <p><u>Community Orchards report</u></p> <p>Written report circulated. Due to the bin being continually used for depositing dog waste, the liner will be removed for a few months and replaced in the summer with bin bags inserted to facilitate emptying.</p> <p><u>Clerk's report (verbal)</u></p> <p>Clerk & Cllr Reeves had met with a play area contractor who will quote for some of items identified in the inspection report.</p> <p>As the Connections Bus had been out of action since the start of the year, the Pavilion Committee agreed they could use the hall for a trial session on the 6 February. It went well as a temporary measure but Connections aim to get the bus repaired as soon as possible. Under delegated authority, the Clerk and Chair agreed that the Parish Council would pay for Pavilion £20 per session hire up the end of term if required. Noted there had been a £1,016 saving on youth costs as a result of four sessions being missed this year.</p> <p>Clerk had attended the South Cambs Police Engagement meeting. Their priorities for the next three months are tackling anti-social behaviour, anti-social driving, drug dealing and knife possession.</p>	<p>Chair</p> <p>Chair</p>
23/18	<p>PLANNING MATTERS</p> <p>18.1 <u>Applications requiring a decision</u> None received.</p> <p>18.2 <u>Applications to note only</u> Tree works:</p>	

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18.3	<p><u>23/0023/TTCA – 27 High Street – Silver Birch – crown lift by 3.2 metres</u> <u>23/0069/TTCA – 71 High Street – Cypress - remove die back suffering. Maple – remove</u> <u>23/0124/TTCA – 25 High Street – Mature Bird Cherry – fell</u> <u>23/0130/TTCA – 71 High Street – Various tree works</u> <u>22/05327/FUL – Poplar Barn Farm, Dry Drayton Road -change of use to convert agricultural building to single dwelling. <u>Withdrawn</u></u> <u>Applications decisions received.</u> <u>22/05459/HFUL – 11 Water Lane – single storey rear extensions, internal alterations, new roof & windows. <u>Approved.</u></u></p>																																																																															
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19.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.12.22-3.1.23</td> <td>19.21</td> </tr> <tr> <td>Zaros Trading Ltd</td> <td>Water bowser & hitch (pro forma)</td> <td>516.34</td> </tr> <tr> <td>Oakington Garden Centre</td> <td>Containers replanting, 4 Sorbus</td> <td>727.96</td> </tr> <tr> <td>SLCC Enterprises Ltd</td> <td>Clerk's training webinars</td> <td>108.00</td> </tr> <tr> <td>Brookfield Contracting Ltd</td> <td>Poplar trees pollarding</td> <td>3840.00</td> </tr> <tr> <td>ICCM</td> <td>2023-24 membership</td> <td>95.00</td> </tr> <tr> <td>Starboard Systems Ltd</td> <td>Scribe accounts annual subscription</td> <td>414.72</td> </tr> <tr> <td>Vision ICT</td> <td>Web hosting,email accs, SSL cert</td> <td>480.16</td> </tr> <tr> <td>O&W Comm Assoc</td> <td>Pavilion advert, Journal</td> <td>29.00</td> </tr> <tr> <td>S Moore</td> <td>Refreshments, Rec project publicity</td> <td>11.90</td> </tr> <tr> <td>Haydens Arboricultural</td> <td>Stocks Green Plane survey</td> <td>764.88</td> </tr> <tr> <td>Brookfield Contracting Ltd</td> <td>Rec project seating areas</td> <td>27936.00</td> </tr> <tr> <td>Brookfield Contracting Ltd</td> <td>Hedge fencing, seats move</td> <td>1296.00</td> </tr> <tr> <td>A Starling</td> <td>Water meter parts</td> <td>7.18</td> </tr> <tr> <td>O&W Sports Pavilion</td> <td>Youth Bus, Pavilion session</td> <td>20.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1174.04</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>152.73</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>170.84</td> </tr> <tr> <td colspan="3">Multipay Charge Card</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>Tap Safe</td> <td>Lockable external tap box</td> <td>69.00</td> </tr> <tr> <td>Ebay</td> <td>Water meter, Pavilion external taps</td> <td>19.79</td> </tr> <tr> <td>Screwfix</td> <td>Pavilion external tap & fixing</td> <td>97.00</td> </tr> <tr> <td>Total</td> <td></td> <td>37997.14</td> </tr> </table> <p>Approval proposed by Cllr Starling. Seconded by Cllr Reeves. RESOLVED unanimously.</p>	SSE Electric	Street lighting energy 2.12.22-3.1.23	19.21	Zaros Trading Ltd	Water bowser & hitch (pro forma)	516.34	Oakington Garden Centre	Containers replanting, 4 Sorbus	727.96	SLCC Enterprises Ltd	Clerk's training webinars	108.00	Brookfield Contracting Ltd	Poplar trees pollarding	3840.00	ICCM	2023-24 membership	95.00	Starboard Systems Ltd	Scribe accounts annual subscription	414.72	Vision ICT	Web hosting,email accs, SSL cert	480.16	O&W Comm Assoc	Pavilion advert, Journal	29.00	S Moore	Refreshments, Rec project publicity	11.90	Haydens Arboricultural	Stocks Green Plane survey	764.88	Brookfield Contracting Ltd	Rec project seating areas	27936.00	Brookfield Contracting Ltd	Hedge fencing, seats move	1296.00	A Starling	Water meter parts	7.18	O&W Sports Pavilion	Youth Bus, Pavilion session	20.00	Salaries	Salaries	1174.04	Expenses	Expenses	30.00	HMRC	PAYE/NI	152.73	NEST	Pension	170.84	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Zoom	Zoom Pro online meetings	14.39	Tap Safe	Lockable external tap box	69.00	Ebay	Water meter, Pavilion external taps	19.79	Screwfix	Pavilion external tap & fixing	97.00	Total		37997.14	
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19.3	<p><u>To note bank reconciliation as at 1 February 2023</u> Clerk reported she will transfer surplus funds back to the 95 day notice account when the Rec project is completed.</p>																																																																															
19.4	<p><u>To consider community grant application</u> Proposed by Cllr Davidson that the Pavilion Committee's application for <u>£300</u> towards advertising costs should be approved. Seconded by Cllr Reeves. RESOLVED unanimously.</p>																																																																															
19.5	<p><u>To consider purchasing 20mpn bin stickers</u> Proposed by Cllr Pinter that 500 bin stickers should be purchased at a cost of <u>£345</u>. Seconded by Cllr Bailey. RESOLVED unanimously.</p>																																																																															
19.6	<p><u>To consider purchasing a one year subscription to Zoom Pro</u></p>																																																																															

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	Proposed that a one year subscription should be purchased at a cost of <u>£83.93</u> . Seconded by Cllr Bailey. RESOLVED unanimously.	
23/20	OPEN SPACES/RECREATION GROUND MATTERS	
20.1	<u>To update on Rec project progress</u> Work had been completed on the two seating areas. Full written report to be circulated after the meeting.	Chair
20.2	<u>To consider purchasing a display board/plaque to acknowledge Rec project works and funding source</u> It was agreed to defer this item until the next meeting.	March agenda
20.3	<u>To consider date and format for Rec project formal opening ceremony</u> The work is scheduled to finish in May. However, the contractor cannot yet confirm the path completion date as it is weather-dependent. After some discussion, it was proposed by Cllr Reeves that the opening ceremony should take place on Village Day, 24 June. Seconded by Cllr Pinter. RESOLVED unanimously.	March agenda
20.4	Members were asked to bring ideas for the format to the next meeting. <u>To note receipt of Stocks Green London Plane condition assessment</u> The tree had been assessed to be in good condition with no major defects observed. The Picus Sonic Tomograph showed the stem in the region tested to be comprised solely of solid timber and no observable decay.	March agenda
20.5	<u>To consider quotes for Baptist Chapel structural survey</u> Item deferred to March meeting as despite the Clerk requesting quotes from four structural engineers, none had been received yet. Due to the delay, Cllr Reeves will try to organise a meeting of the Stocks Green group for early March.	March agenda Cllr Reeves
23/21	PAVILION/MUGA MATTERS	
21.1	<u>To consider submitting Football Foundation grant application to replace the MUGA surface with 3G</u> Clerk reported there are two possible Football Foundation grant schemes for up to 75% of the total cost. Advice will be sought from the FA as to which scheme would be most appropriate as it may be preferable to include LED lighting and kick boards in the application. Proposed by Cllr Davidson that a Football Foundation grant for 3G surfacing should be applied for with the Parish Council contributing 25% from Pavilion earmarked reserves. Seconded by Cllr Reeves. RESOLVED unanimously.	
23/22	CONSULTATIONS	
22.1	<u>To consider response to Cambs & Peterborough Combined Authority draft bus strategy</u> Noted the survey is more suited to individual responses, but it was agreed to comment that more buses are needed as the Parish Council is concerned that having fewer busses leads to less people using the service.	
23/23	DATE OF NEXT MEETING	
	Parish Council: Monday 13 March 2023, 7.30pm Planning: Monday 27 February 2023, 7.30pm – if required	
	The meeting was declared closed at 9.40pm	

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