

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

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling (Vice-chair), D Reeves, J Bailey. In attendance: Cnty Cllr Thompson (part meeting), Dist Cllr Warren-Green (part meeting) Dist Cllr T Bygott (part meeting). Clerk: L Lawrence No members of the public.	
23/24	APOLOGIES FOR ABSENCE Cllr M Davidson (work). Cllr R Pinter (personal). Cllr J Grove (personal) Clerk reported that William Bailey had resigned as a parish councillor.	
23/25	DECLARATIONS OF INTEREST None declared.	
23/26	PUBLIC OPEN SESSION There were no members of the public present.	
23/27	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 13 FEBRUARY 2023 Approval proposed by Cllr Reeves. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
23/28	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item ref 23.20.5</u> AFP Consulting had been instructed to survey Baptist Chapel at a cost of £600 +VAT	
23/29	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.)	
29.1	<u>County Councillor's report</u> Cllr Thompson updated on the following: -Meadow Farm Close tree area had been grass seeded. -Water Lane. Highways contractors had cut back the wrong hedge. LHO is to follow up on this. <i>Cllr Bailey arrived at 7.35pm.</i> -School headteacher had reported that the new 'school' signs are not adequate. LHO had checked that they are correct and had been installed in the right positions. If the school wishes to have alternative signs, the only option would be a via a Privately Funding Highway Improvements application (PFHI). Cllr Thompson was asked to obtain costings. -SARW – Chair had reported that the long straight design of the road will make it likely that vehicles will speed along it. Cllr Thompson stated that CCC officers had similar concerns. The road is currently unadopted as it doesn't meet Highways standards yet. Arcadis (who deal with H&S on behalf of Homes England) are looking into the issues raised. -Bar Hill bridge – CCC are having conversations with National Highways regarding repairs. It is possible work will be paid for from Highways maintenance report and then reclaimed from NH.	

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29.2	<p>- LHO meeting with parishes scheduled for 21 April. - Northstowe Homes England parishes meetings – Cllr Thompson is trying to get the quarterly meetings reinstated. Chair noted that the Civil Parking Enforcement plans are progressing. Cllr Thompson stated it needs government approval before implementation. Chair reported that he had written to the flood risk officer regarding the Gatehouse Road ditch blockage problems and Northstowe drainage works issues. The officer had agreed to arrange a site meeting to discuss.</p> <p><u>District Councillors reports</u> Chair noted that the Bar Hill hotel is being used to house asylum seekers and asked if the PC could do anything to help support them. Cllr Warren-Green reported that they are trying to restrict donations from Bar Hill residents only at present as they have been inundated with offers of support. The issue of blocked drains Dry Drayton due to Tomato Farm Leylandii debris was raised with both district councillors. Noted SCDC is responsible for road sweeping and CCC for drain clearance. Homes England had refused to remove the trees. District Councillors agreed to consider if there is anything they can do to help tackle this.</p>	
29.3	<p><u>Parish Councillors reports (verbal)</u> Cllr Starling – TAG minutes had been circulated. Noted Chair had also attended the meeting. Water bowser had been put in the outside football store and is ready for use. Car park lighting had been replaced with LEDs, but the timer cannot be adjusted as no-one knows the code. Cllr Starling had asked N Kilborn to quote to replace it. CPS had arrived very late to service the boilers but had completed some preliminary checks and found two faulty valves. Clerk to rearrange service visit and remind them to quote for replacement boilers. New 'no dogs' signs had been installed at the Rec. Cllr Bailey – watercourses were extremely high after the heavy rain last week, particularly the Cambridge Road ditch near the allotments. It is not clear what caused this but the Chair wondered if the A14 flood attenuation is impacting on the village. Noted that the £200,000 allocated in the Northstowe Phase 2 application for flood attenuation must have depreciated substantially by now. Chair to follow up. Cllr Reeves – had resealed some of the phone kiosk panes. He had arranged a meeting of the Stocks Green working group but unfortunately only one of the nine people who volunteered to join had attended. He will not arrange another meeting. Tree watering – this only needs to be done for the first couple of years. Noted EAG had offered to help. Chair – EAG minutes had been circulated. Meeting with FA rep regarding funding for MUGA 3G surface was very positive. Notes had been circulated. Chair and Clerk are to meet with football club reps tomorrow to progress the application.</p>	
29.4	<p><u>Clerk's report (verbal)</u> Pavilion Energy Performance Certificate had expired in August 2022. Reassessment quotes had ranged from £350 to £450. Cllr Starling will try to obtain a quote from a firm he knows. Connections Bus is still using the Pavilion for youth sessions due to unresolved mechanical issue with the bus. 20mph bin stickers had been received and will be distributed to households in Cambridge Road, Dry Drayton Road and Water Lane. Clerk and Cllr Reeves had signed up for Memorial Management training in June.</p>	

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	Very high winds this morning had caused the roof to blow off the Mill Road/Water Lane bus shelter. Residents had kindly moved the roof to behind the shelter. Chair and Cllr Starling had inspected it and thought that it may contain asbestos. Certified asbestos removal firm is due to attend the site tomorrow to assess.	
23/30	PLANNING MATTERS	
30.1	<u>Applications requiring a decision</u> None received.	
30.2	<u>Applications to note only</u> <u>23/00496/HFUL – 1 Coles Lane</u> – first floor rear extension. <i>Tree works:</i> <u>23/0160/TTCA – 99 Water Lane</u> – various tree works <u>23/0175/TTCA – 51 High Street</u> – Magnolia reshape <u>23/0177/TTPO – 51 High Street</u> – Sycamore – remove epicormic growths <u>23/0259/TTCA – 57 Water Lane</u> – Oak - light reshape	
30.3	<u>Applications decisions received.</u> None received.	
23/31	FINANCE MATTERS	
31.1	<u>To approve payment of outstanding accounts due</u> SSE Electric Street lighting energy 4.1.23-1.2.23 18.73 Connections Bus Project 6 February youth session 254.00 Brookfield Contracting Corten screen welding (project) 222.00 O&W Pavilion Comm. Community grant 300.00 O&W Pavilion Comm. PC caretaker duties 22-23 350.00 J Kilborn & Son MUGA lights timer fault 395.92 J Kilborn & Son Car park LED lighting 1199.40 Unity Trust Bank Quarterly account fee 18.00 Smartwheelie 20mph bin stickers 345.00 Salaries Salaries 1004.82 Expenses Expenses 30.00 HMRC PAYE/NI 35.67 NEST Pension 136.68 Multipay Charge Card Lloyds Bank Monthly charge card fee 3.00 Zoom Zoom Pro annual subscription 97.94 Safety Signs & Notices No Dogs signs 34.40 Screwfix Car park cones 53.96 Polybags Ltd Orchard bin plastic bags 50.14 Defib Store Ltd Defib pads 132.00 Total 4681.66 <u>Approval</u> proposed by Cllr Reeves. Seconded by Cllr Bailey. RESOLVED unanimously.	
31.2	<u>To report on any income received</u> FCC Foundation Rec project Grant Claim 2 16835.90 HMRC VAT reclaim 1.11.23-31.1.23 1510.11 Non-resident Exclusive Rights of Burial transfer 30.00 Whitehead & Day Memorial fee 140.00 Total 18516.01	
31.3	<u>To note bank reconciliation and budget position as at 1 March 2023</u> Clerk reported on year-end underspends totalling approx. £6,000.	
23/32	OPEN SPACES/RECREATION GROUND MATTERS	

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32.1	<u>To consider purchasing a display board/plaque to commemorate Rec project</u> Draft wording had been circulated prior to the meeting for both the Rec project and the Jubilee Oak tree. Proposed by Cllr Reeves that brass plaques costing approx. £200 each should be purchased for installation on the Pavilion external wall. Seconded by Cllr Starling. RESOLVED unanimously.	
32.2	<u>To consider format for Rec project formal opening ceremony</u> After a lengthy discussion it was agreed to arrange a working group meeting before the end of April to look at producing a 'treasure hunt' type quiz based on the Rec project for children and a related competition for adults. Further consideration to be given as to who should be asked to perform the opening ceremony.	
32.3	<u>To consider action to take regarding play area remedial work</u> Clerk had obtained two quotes to repair the wetpour edging around the toddler multiplay area, each approx. £4,200. Noted the repairs only last a few years. One of the contractors had suggested an alternative option of removing the brick blocks surrounding the wetpour, backfilling with topsoil and grass seeding. This would remove the trip hazard. Proposed by Cllr Reeves that the blocks should be removed along a short section where there is a definite trip hazard and soil and grass seed put down to see how well it works. Seconded by Cllr Starling. RESOLVED unanimously. Cllrs Reeves and Starling will undertake the work mid/late April.	
23/33	PAVILION/MUGA MATTERS	
33.1	<u>To update on MUGA replacement surface funding options and to consider quotes received</u> Chair had circulated his notes from the FA officer meeting. She had indicated that the maximum grant of £25,000 would be likely be awarded. Unfortunately, the FA does not offer grants to replace the lighting with LEDs. Three quotes had been obtained from contractors contacted directly, two of which had undertaken site visits and met with the working group. The quotes from the two preferred contractors were very similar in terms of cost and the work to be done. Therefore, it was agreed to submit both with the FA application and establish if either/both contractors can do the work in time for the next 'season' in October before making a decision on the preferred contractor.	
23/34	HIGHWAYS MATTERS	
34.1	<u>To consider submitting an application for a 20mph limit in Westwick</u> Proposed by Cllr Starling that the PC should submit an application for a 20mph limit in Westwick. Seconded by Cllr Reeves. RESOLVED unanimously.	
34.2	<u>To consider purchasing two solar powered speed units</u> Quotes had been received from three suppliers contacted. Proposed by Cllr Starling that two solar powered speed units should be purchased from Elan City Ltd at a total cost of <u>£4679.98</u> + VAT, subject to obtaining installation approval for the preferred locations from Balfour Beatty. Seconded by Cllr Reeves. RESOLVED unanimously.	
23/35	DATE OF NEXT MEETING	
	Parish Council: Monday 3 April 2023, 7.30pm Planning: Monday 27 March 2023, 7.30pm – if required	
	The meeting was declared closed at 9.30pm	

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