

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 3 April 2023 at 7.30pm**

Agenda No:		Action
	Present: Cllrs D Reeves, J Bailey, J Grove, R Pinter, M Davidson. Clerk: L Lawrence. One member of the public. Proposed by Cllr Pinter that Cllr Reeves should be elected as Chair for this meeting in the absence of the Chair and Vice-Chair. Seconded by Cllr Bailey. RESOLVED unanimously.	
23/36	APOLOGIES FOR ABSENCE Cllr S Moore (personal) Cllr T Starling (personal). Cnty Cllr F Thompson, Dist Cllr N Warren-Green, Dist Cllr T Bygott.	
23/37	DECLARATIONS OF INTEREST None declared.	
23/38	PUBLIC OPEN SESSION Westwick fields landowner had attended to speak about hedge/trees works undertaken on his land recently. He had instructed a tree surgeon to cut back the hedging as he had previously had complaints about it overhanging the footway and obscuring street lighting. The hedging had included self-set Ash trees. He stated that hedging is exempt from the requirement to submit an application for tree works in a Conservation Area. The Chair responded that concern had been expressed to the Parish Council that some trees had also been cut down. However, this is a matter for South Cambs District Council to take a view on. It is not the responsibility of the Parish Council. <i>Member of the public left the meeting.</i>	
23/39	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 13 MARCH 2023 Approval proposed by Cllr Bailey Seconded by Cllr Reeves. RESOLVED unanimously. Minutes were signed by the Chair.	
23/40	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item ref 23.29.4 – Mill Road bus shelter roof</u> – found to contain asbestos. Removed by contractor on 20 March. Waste consignment notice received.	
23/41	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.)	
41.1	<u>County Councillor's report</u> Cllr Thompson had reported via email that a new early years provider for the former Humpty Dumpty building had been found. Little Flames Childcare Ltd are in the process of signing contracts with the intention to open on 1 September 2023.	
41.2	<u>District Councillors reports</u> Written reported circulated via email. No comments or questions.	
41.3	<u>Parish Councillors reports (verbal)</u>	

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41.4	<p><u>Cllr Bailey</u> had met with CCC Senior Flood Risk officer to look at various flood risk areas in the village including; Gatehouse Road ditches, airfield road ditches and culvert issue and Cambridge Road ditch. The officer committed to follow these up and will arrange an online meeting with the Chair (Cllr Moore) and Cllr Bailey to discuss Longstanton Road culvert issues.</p> <p><u>Cllr Pinter</u> reported that OWN had agreed to organise a 'normal' Big Lunch on Sunday 7th May. Village Day (24 June) plans are progressing well. Volunteers are sought to help that weekend.</p> <p><u>Cllr Reeves</u> – with assistance from Cllr Starling had removed the wooden bus shelter frame following asbestos roof removal. It is currently stored in his workshop waiting repair.</p> <p>He had been informed by contractors observed working on the Homes England field at the bottom of The Drift that they had been instructed to dig test pits in preparation for a new attenuation lake. They were also checking the area for contaminants. Noted that a separate access route to the site must be established before works commence as The Drift is not suitable for construction traffic.</p> <p><u>Clerk's report (verbal)</u></p> <p><u>Connections Bus</u> – manager is hopeful that the Bus will be able to return on 17th April, following repair works.</p> <p><u>Cemetery</u> – rateable value had been assessed as 650 from 1st April.</p> <p><u>Annual Pathfinder March</u> – will take place on 24th June.</p> <p><u>Cambridge & Counties Bank</u> – 95-day notice account interest rate had increased to 3.5%.</p>																																																	
23/42	<p>PLANNING MATTERS</p> <p>42.1 <u>Applications requiring a decision</u> <u>23/01102/PRIOR – Poplar Farm</u> – change of use of agricultural buildings to one dwelling house. Noted property is in Greenbelt. Noted also that permission had previously been granted for two dwellings. Agreed to make <u>no recommendation</u> and <u>no comments</u>.</p> <p>42.2 <u>To note tree/hedge works in Westwick Conservation Area</u> Noted that this is a matter for South Cambs DC Trees Officer to deal with.</p> <p>42.3 <u>Applications decisions received.</u> None received.</p>																																																	
23/43	<p>FINANCE MATTERS</p> <p>43.1 <u>To approve payment of outstanding accounts due</u></p> <table border="0" data-bbox="327 1339 1353 1868"> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.2.23-1.3.23</td> <td>18.38</td> </tr> <tr> <td>Connections Bus Project</td> <td>Youth sessions</td> <td>1270.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting Feb-March</td> <td>320.40</td> </tr> <tr> <td>Mick George Enviro</td> <td>Asbestos removal, bus shelter roof</td> <td>576.00</td> </tr> <tr> <td>Alliance Asbestos Serv</td> <td>Bus shelter asbestos sample test</td> <td>150.00</td> </tr> <tr> <td>O&W Pavilion Comm.</td> <td>Youth Pavilion & MUGA session</td> <td>148.00</td> </tr> <tr> <td>D Reeves</td> <td>Sealant, phone kiosk</td> <td>8.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1002.22</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>38.27</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>136.68</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>Brightpay UK</td> <td>Payroll software 23-24</td> <td>82.80</td> </tr> <tr> <td>Amazon</td> <td>Stationery</td> <td>22.21</td> </tr> <tr> <td>Total</td> <td></td> <td>3805.96</td> </tr> </table>	SSE Electric	Street lighting energy 2.2.23-1.3.23	18.38	Connections Bus Project	Youth sessions	1270.00	Brookfield Contracting	Grass cutting Feb-March	320.40	Mick George Enviro	Asbestos removal, bus shelter roof	576.00	Alliance Asbestos Serv	Bus shelter asbestos sample test	150.00	O&W Pavilion Comm.	Youth Pavilion & MUGA session	148.00	D Reeves	Sealant, phone kiosk	8.00	Salaries	Salaries	1002.22	Expenses	Expenses	30.00	HMRC	PAYE/NI	38.27	NEST	Pension	136.68	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Brightpay UK	Payroll software 23-24	82.80	Amazon	Stationery	22.21	Total		3805.96	
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43.2	<p><u>Approval</u> proposed by Cllr Davidson. Seconded by Cllr Grove. RESOLVED unanimously.</p> <p><u>To report on any income received</u></p> <table> <tr> <td>FCC Foundation</td> <td>Rec project Grant Claim 3</td> <td>23280.00</td> </tr> <tr> <td>HMRC</td> <td>VAT reclaim 1.2.23-28.2.23</td> <td>5962.87</td> </tr> <tr> <td>Total</td> <td></td> <td>29242.87</td> </tr> </table>	FCC Foundation	Rec project Grant Claim 3	23280.00	HMRC	VAT reclaim 1.2.23-28.2.23	5962.87	Total		29242.87	
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43.3	<p><u>To note bank reconciliation as at 31 March 2023</u></p> <p>Clerk confirmed that funds will be transferred back from the current account to the 95-day notice account when year end process has been completed.</p>										
43.4	<p><u>To consider CAPALC affiliation and DPO Scheme for 2023-24</u></p> <p>Proposed by Cllr Grove that the 2023-24 CAPALC affiliation fee of <u>£484.09</u> and data protection officer scheme of <u>£50</u> should be paid. Seconded by Cllr Bailey. RESOLVED unanimously.</p>										
43.5	<p><u>To consider quotes for Pavilion Energy Performance Certificate assessment</u></p> <p>Proposed by Cllr Davidson that a <u>£330</u> + VAT quote from Easy EPC should be accepted. Seconded by Cllr Pinter. RESOLVED unanimously.</p>										
23/44	PAVILION/MUGA MATTERS										
44.1	<p><u>To consider quote for heating system remedial work</u></p> <p>Item deferred to next meeting as quote had not been received.</p>	May agenda									
23/45	OPEN SPACES/RECREATION GROUND MATTERS										
45.1	<p><u>To discuss potential need to monitor the Rec regularly</u></p> <p>Now that the seating areas have been completed, the Chair suggested more attention should be paid to monitoring the Rec as there had been an increase in litter recently. He proposed that 'general inspection of the seating areas' should be added in as an additional item to the play area inspection checklist. Seconded by Cllr Pinter. RESOLVED unanimously.</p>										
23/46	DATE OF NEXT MEETING										
	<p>Parish Council: Tuesday 9 May 2023, 7.30pm</p> <p>Planning: Monday 24 April 2023, after Annual Parish Meeting.</p>										
	The meeting was declared closed at 8.20pm										

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