

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

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore, T Starling, D Reeves, J Bailey, J Grove, M Davidson. Clerk: L Lawrence. In attendance: Dist Cllr N Warren-Green, Dist Cllr T Bygott (part meeting), Cnty Cllr F Thompson (part meeting.) 2 members of the public.	
23/47	<b>TO ELECT A CHAIR</b>  Cllr Reeves proposed as Chair by Cllr Moore. Seconded by Cllr Starling. RESOLVED unanimously. Chair signed Declaration of Acceptance of Office.	
23/48	<b>TO ELECT A VICE-CHAIR</b>  Cllr Starling proposed as Vice-chair by Cllr Grove. Seconded by Cllr Bailey . RESOLVED unanimously.	
23/49	<b>APOLOGIES FOR ABSENCE</b>  Cllr R Pinter (work)	
23/50	<b>DECLARATIONS OF INTEREST</b>  None declared.	
23/51	<b>PUBLIC OPEN SESSION</b>  John Terry (Co-Chair EAG) stated there will be a 'thank you' event for EAG volunteers on Sunday 4 June, 2pm at the Saxon seating area.	
23/52	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 3 APRIL 2023</b>  Approval proposed by Cllr Starling. Seconded by Cllr Moore. RESOLVED unanimously. Minutes were signed by the Chair.	
23/53	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 24 APRIL 2023</b>  Approval proposed by Cllr Moore. Seconded by Cllr Davidson. RESOLVED unanimously. Minutes were signed by the Chair.	
23/54	<b>MATTERS ARISING FROM THE PREVIOUS MEETINGS, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>Item ref 23/45.1 Rec monitoring</u> – EAG had kindly offered to undertake Rec litter picking on a monthly basis. Risk assessment completed. Noted there would be a tree watering demonstration on Sunday 14 <sup>th</sup> May, 2pm.	
23/55	<b>TO RECEIVE REPORTS</b>  55.1 <u>County Councillor's report</u> Chair reported that contractors had put down gravel on Dry Drayton Road which had been immediately spread all over the road by passing motorists. Cllr Thompson asked for further details and photos for her to take this up with Highways. Cllr Thompson will rearrange a planned meeting with Homes England to discuss the Southern Access Road West (SARW) opening plans. Members expressed grave concern about the potentially dangerous 70mph speed limit. Cllr	

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<p>55.2</p> <p>55.3</p> <p>55.4</p>	<p>Thompson stated there will be varying speed limits along the road, from 70mph along dual carriageway to 40mph in rural sections and 30mph/20mph in the central areas and education campus She will send over the plans and asked the Parish Council to email her with any concerns before the Homes England meeting.</p> <p><u>District Councillors report</u> Chair thanked Cllr Warren-Green for clarifying the position regarding the SCDC 4 day working week trial and the related press interest around the CEO's PhD, which is being entirely self-funded. Noted it would be important to monitor the impact of the plan to include refuse collection in the 4 day week trial from this summer.</p> <p>There were no questions for Cllr Bygott.</p> <p><u>Parish Councillors reports (verbal)</u> Cllr Grove – next OWN meeting is 10<sup>th</sup> May. Chair – had been working on repairing the bus shelter roof frame. Cllr Starling and he will complete the work when roofing materials are received.</p> <p><u>Clerk's report</u> <u>Local Highways Officer meeting</u> – discussed The Drift footway repair, Water Lane overgrown hedge, Stocks Green path and Dry Drayton Road surface. <u>Westwick 20mph application</u> – submitted on 24<sup>th</sup> April. <u>Pavilion Energy Performance Certificate</u> – assessed on 27<sup>th</sup> April. Awaiting certificate. Football container graffiti – Football club to be asked if they will paint over it.</p>	
<p>23/56</p>	<p><b>TO ELECT MEMBERS OF THE PERSONNEL COMMITTEE AND REVIEW ITS TERMS OF REFERENCE</b></p> <p>Proposed by Cllr Starling that the following councillors should be elected to the Personnel Committee for 2023-24; Cllr Starling, Cllr Pinter, Cllr Grove, Cllr Davidson and Cllr Bailey. Seconded by Cllr Grove. RESOLVED unanimously. Terms of reference were approved without amendment. Clerk to call a Personnel Committee meeting where a chair will need to be elected and a date set to undertake the Clerk's annual appraisal.</p>	<p>Clerk</p>
<p>23/57</p>	<p><b>TO APPOINT MEMBER REPRESENTATIVES ON OTHER PARISH GROUPS</b></p> <p>Proposed by Cllr Grove, seconded by Cllr Bailey and RESOLVED unanimously to appoint the following: Environment Action Group (EAG) – Chair Flood Mitigation Group (FMG) - Chair Transport Action Group (TAG) – Cllr Starling Oakington &amp; Westwick Neighbours (OWN) – Cllr Grove Pavilion Management Committee – Chair &amp; Cllr Moore (reserve) Community Association – Cllr Pinter</p>	
<p>23/58</p>	<p><b>TO APPOINT MEMBERS WITH SPECIFIC AREAS OF RESPONSIBILITY</b></p> <p>Proposed by Cllr Davidson, seconded by Cllr Starling and RESOLVED unanimously to appoint the following: Northstowe – Cllr Moore Recreation Ground/Cemetery/Play area/orchards/Stocks Green – Cllr Davidson Tree Warden – Cllr Grove Emergency Plan – Cllrs Bailey &amp; Grove Youth – Cllr Pinter</p>	
<p>23/59</p> <p>59.1</p>	<p><b>PLANNING MATTERS</b></p> <p><u>Applications requiring a decision</u></p>	

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<p>59.2</p> <p>59.3</p>	<p><u>23/01481/FUL- 9 Longstanton Road</u> Demolition of garage &amp; store and erection of 2 bed dwelling. Unanimously RESOLVED to make no recommendation and no comments.</p> <p><u>Applications to note only</u> None received.</p> <p><u>Applications decisions received.</u> None received.</p>																																																										
<p>23/60</p> <p>60.1</p> <p>60.2</p> <p>60.3</p> <p>60.4</p> <p>60.5</p> <p>60.6</p> <p>60.7</p>	<p><b>FINANCE MATTERS</b></p> <p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.3.23-3.4.23</td> <td>19.21</td> </tr> <tr> <td>CAPALC</td> <td>Affiliation 23-24 &amp; DPO fee</td> <td>534.09</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting, April 23</td> <td>470.40</td> </tr> <tr> <td>SLCC Enterprises</td> <td>Refund-clerk's training course</td> <td>-36.00</td> </tr> <tr> <td>S Moore</td> <td>Chair's allowance 2022-23</td> <td>200.00</td> </tr> <tr> <td>Roofing Megastore Ltd</td> <td>Bus shelter roof</td> <td>233.02</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1176.64</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>150.13</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>170.84</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>Screwfix Ltd</td> <td>Bus shelter roof parts</td> <td>22.47</td> </tr> <tr> <td>Tradefix Direct Ltd</td> <td>Bus shelter roof parts</td> <td>19.63</td> </tr> <tr> <td>Total</td> <td></td> <td>2993.43</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Grove . RESOLVED unanimously. <i>Cllr Grove left the meeting at 8.25pm.</i></p> <p><u>To report on any income received</u></p> <table border="0"> <tr> <td>South Cambs DC</td> <td>Precept 23/A</td> <td>34245.00</td> </tr> <tr> <td>HMRC</td> <td>VAT reclaim</td> <td>461.83</td> </tr> <tr> <td>Co-op Funeral Services</td> <td>Interment fee</td> <td>200.00</td> </tr> <tr> <td>Total</td> <td></td> <td>34906.83</td> </tr> </table> <p><u>To approve 2022-23 accounts</u> Full accounts were circulated prior to the meeting. Clerk explained the Income &amp; Expenditure accounts, with earmarked reserves at <u>£72,273</u> and general reserves at <u>£26,287</u>. Approval proposed by Cllr Starling. Seconded by Cllr Bailey. RESOLVED unanimously.</p> <p><u>To approve Annual Governance &amp; Accountability Return (AGAR) Section 1- Annual Governance Statement 2022-23</u> Each item was considered in turn and agreed as 'Yes'. Approval of Annual Governance Statement proposed by Cllr Starling. Seconded by Cllr Davidson. RESOLVED unanimously.</p> <p><u>To approve AGAR Section 2 – Accounting Statements 2022-23</u> Draft Accounting Statements had been circulated. Clerk stated these are produced on a Receipts &amp; Payments basis. Approval proposed by Cllr Davidson. Seconded by Cllr Bailey . RESOLVED unanimously.</p> <p><u>To agree dates for the period for the period of Public Rights and publication of Unaudited Annual Governance &amp; Accountability Return</u> On recommendation of the Clerk, it was proposed by Cllr Starling that the period should be from 5 June 2023 to 14 July 2023. Seconded by Cllr Davidson . RESOLVED unanimously.</p> <p><u>To approve transfer of funds from current account to 95-day notice saver</u></p>	SSE Electric	Street lighting energy 2.3.23-3.4.23	19.21	CAPALC	Affiliation 23-24 & DPO fee	534.09	Brookfield Contracting	Grass cutting, April 23	470.40	SLCC Enterprises	Refund-clerk's training course	-36.00	S Moore	Chair's allowance 2022-23	200.00	Roofing Megastore Ltd	Bus shelter roof	233.02	Salaries	Salaries	1176.64	Expenses	Expenses	30.00	HMRC	PAYE/NI	150.13	NEST	Pension	170.84	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Screwfix Ltd	Bus shelter roof parts	22.47	Tradefix Direct Ltd	Bus shelter roof parts	19.63	Total		2993.43	South Cambs DC	Precept 23/A	34245.00	HMRC	VAT reclaim	461.83	Co-op Funeral Services	Interment fee	200.00	Total		34906.83	
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60.8	Proposed by Cllr Moore that <u>£35,000</u> should be transferred to the 95-day notice saver account. Seconded by Cllr Bailey. RESOLVED unanimously <u>To review insurance and assets register to ensure adequate cover in place.</u>	
60.9	Proposed by Cllr Davidson that no changes should be made to the insurance cover. Seconded by Cllr Moore. RESOLVED unanimously. <u>To appoint an internal auditor for 2023-24</u>	
60.10	Proposed by Cllr Starling that LGS Services should be appointed as internal auditor for 2023-24. Seconded by Cllr Davidson. RESOLVED unanimously. Noted that the fee will be <u>£125 + VAT.</u> <u>To review fees charged for 2023-24</u>	
60.11	Proposed by Cllr Bailey that all fees should remain unchanged, apart from the Cemetery breach of regulations which should be increased from £423 to <u>£425</u> Seconded by Cllr Davidson . RESOLVED unanimously. <u>To agree level of Chairman's allowance for 2023-24</u>	
60.12	Proposed by Cllr Davidson that this should remain at <u>£200.</u> Seconded by Cllr Starling. RESOLVED unanimously <u>To review and approve Councillors as bank signatories on all bank accounts</u> Proposed by Cllr Starling that the bank signatories should remain as Cllrs Reeves, Starling, Grove, Bailey and Moore. Seconded by Cllr Davidson. RESOLVED unanimously.	
23/61	<b>HIGHWAYS MATTERS</b>	
61.1	<u>To consider LHI application feasibility report and contribution</u> Feasibility report and costs breakdown has been circulated. Cllr Starling and Girtton PC Chair will present on the joint application at the LHI panel meeting on 11 <sup>th</sup> May. Noted both parish councils had already agreed to make a contribution of £20,000 each. Two members expressed reservations about the large number of traffic calming cushions outlined in the feasibility report. However, it was noted that this is a draft plan produced by CCC to obtain approx. costings and the PC fully expects to be able to negotiate the final plan with the relevant officers, if the application is successful. Proposed by Cllr Moore that the feasibility report should be accepted and the <u>£20,000</u> contribution confirmed. Seconded by Cllr Bailey. RESOLVED unanimously.	
23/62	<b>OPEN SPACES/RECREATION GROUND MATTERS</b>	
62.1	<u>To consider appointing an independent pitch specialist as required by the Football Foundation for 3G application</u> Cllr Moore reported that the funding application is almost ready to be submitted. However, the working group had recently been advised by the Football Foundation that they require an independent pitch specialist to be appointed to undertake site investigations, produce a feasibility report, tender and deal with contract management. A quote had been obtained for a total cost of approx. £5,000. However, the working group is awaiting advice from the Football Foundation as to whether all elements quoted for are required for the grant application. Proposed by Cllr Starling that the independent pitch specialist should be appointed. Seconded by Cllr Davidson. RESOLVED unanimously.	
62.2	<u>To approve final design of 6 information boards</u> Chair thanked all those involved on the 'fantastic' designs. He will formally write to EAG to express the Parish Council's appreciation. Proposed by Cllr Moore that the 6 information boards, (Saxon seating area, RAF seating area, memorial recreation ground, two orchards and pub) should be approved. Seconded by Cllr Starling. RESOLVED unanimously.	

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	<p>Noted that the PC had already agreed to pay for the boards. Cllr Bailey reported that information boards at Lambs Cross and near the Busway are very dilapidated. Noted these were installed by CCC many years ago. Nick Harrison commented that he may have the artwork and if so, will share it with the PC.</p>	
23/63	<p><b>ADMINISTRATION MATTERS</b></p> <p>63.1 <u>To review and approve Standing Orders</u> On recommendation of the Clerk, it was proposed by Cllr Davidson that no changes should be made to Standing Orders. Seconded by Cllr Bailey. RESOLVED unanimously.</p> <p>63.2 <u>To review and approve Financial Regulations</u> On recommendation of the Clerk, it was proposed by Cllr Davidson that no changes should be made to Financial Regulations. Seconded by Cllr Bailey. RESOLVED unanimously</p> <p>63.3 <u>To review and approve Risk Assessment</u> Proposed by Cllr Davidson that the Risk Assessment should be approved without amendment. Seconded by Cllr Bailey . RESOLVED unanimously.</p> <p>63.4 <u>To review and approve Freedom of Information Publication Scheme</u> Proposed by Cllr Davidson that the FOI publication scheme should be approved as amended. Seconded by Cllr Bailey. RESOLVED unanimously.</p> <p>63.5 <u>To review Financial Reserves policy</u> Proposed by Cllr Davidson that the policy should be approved as amended to include current earmarked reserves. Seconded by Cllr Bailey. RESOLVED unanimously.</p>	
23/64	<p><b>DATE OF NEXT MEETING</b></p> <p>Parish Council - Monday 12 June 2023, 7.30pm Planning meeting – Monday 22 May 2023 (If required)</p> <p><b>The meeting was declared closed at 9.00pm</b></p>	

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