

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 12 June 2023 at 7.30pm**

Agenda No:		Action
	Present: Cllrs D Reeves (Chair), T Starling (Vice chair), J Bailey, J Grove, R Pinter, M Davidson. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson, Dist Cllr N Warren-Green, Dist Cllr T Bygott One member of the public.	
23/65	APOLOGIES FOR ABSENCE Cllr S Moore (personal)	
23/66	DECLARATIONS OF INTEREST None declared.	
23/67	PUBLIC OPEN SESSION Holme Close resident attended to speak about item 72.1 planning application 23/02011/CL2PD – 2 Holme Close. She expressed extreme concern that a large separate ‘structure’ had been built on her neighbour’s drive which is blocking the light to her kitchen. The structure had been erected a couple of metres forward of the former garage car port.	
23/68	CO-OPTION TO PARISH COUNCIL One application had been received for the two vacancies. Proposed by Cllr Pinter that Jake Camilleri should be co-opted to the Parish Council. Seconded by Cllr Davidson. RESOLVED unanimously. Mr Camilleri signed his Declaration of Acceptance of Office.	
23/69	TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 9 MAY 2023 Approval proposed by Cllr Davidson. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
23/70	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item ref 60.7</u> – transfer of funds to 95-day notice saver account. Clerk reported that £25,000 had been transferred from the current account. <u>Item ref 62.1</u> – 3G pitch funding application had been submitted to the Football Foundation. Awaiting outcome.	
23/71	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.) 71.1 <u>County Councillor’s report</u> No updates on the LHI or 20mph applications yet. A new Highways manager had recently been appointed. Our LHO is actively looking at patching Dry Drayton Road and dealing with the Water Lane potholes, near junction of Holme Close. Village verges will be cut by the end of this week. Chair, Clerk, Cnty Cllr Thompson and Dist Cllr Warren-Green had attended a SARW meeting this morning with Homes England and CCC officers. Discussion	

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<p>71.2</p> <p>71.3</p> <p>71.4</p>	<p>included the varying speed limits along the whole stretch, monitoring the impact, and the safety of equestrians, cyclists and pedestrians using the Pegasus crossing over the 40mph section from airfield road. HE stated a corralling section had been included and there would be good visibility in both directions. HE committed to look into the issue raised by the Chair about the street lighting being too bright.</p> <p>The road should open by the end of July. Date to be confirmed as the bridleway needs to be officially diverted over the Wilson's Road bridge first.</p> <p>Cnty Cllr Thompson reported that the left lane on the dual carriageway stretch will be for construction traffic only.</p> <p>Mill Road flooding - Homes England officer is following up on Station Road ditch clearance.</p> <p>Cllr Grove expressed concern about the metal gates on the airfield road stating that bolting horses would be able to go straight through the gap in the middle on to the SARW.</p> <p>She also commented that a contractor had informed her that the Mill Road drainage pipe only has a 5inch bore and it needs upgrading to 8inch to mitigate flooding risk.</p> <p><u>District Councillors reports</u></p> <p>Cllr Warren-Green reported that she had attended the recent TAG meeting and explained the LibDem position on the Sustainable Travel Zone proposals. She had responded to a number of enquiries about the trial 4-day working week. Statistics had shown it is not impacting on performance. A three month 4-day week trial (Tues to Friday) for bin collections will start shortly. Collections days for each village to be confirmed. The CEO is willing to attend a Parish Council meeting if any concerns are raised locally.</p> <p>Cllr Bygott was pleased to include in his written report that East West Rail company had chosen the 'southern' route as its preferred option. There will be a statutory consultation, probably later this year.</p> <p>In relation to the bin collections 4-day week, he stated that it will require the purchase of additional bin lorries which will be idle for 3 days a week.</p> <p><u>Parish Councillors reports (verbal)</u></p> <p>Cllr Davidson had checked the Rec and apart from some litter and minor graffiti, there were no issues to report.</p> <p>Cllr Pinter reported that the CA is busy planning 24th June Village Day including organising the layout. Noted that trailers will not be permitted to cross the newly installed perimeter path.</p> <p>Whilst showing a visitor around the Rec, he had found a large number of vapes at the RAF seating area. Consideration to be given to installing a bin at that area. Noted that the PC would have to empty it.</p> <p>Cllr Grove had attended the recent OWN meeting.</p> <p>Cllr Starling had attended the TAG meeting. Minutes had been circulated.</p> <p>Chair and Cllr Starling will replace the Mill Road bus shelter roof when materials have been received.</p> <p>Chair had cleared nettles along the public footpath between Water Lane and High Street.</p> <p>Chair and Clerk had attended ICCM 'Memorial Management' training at Buckden.</p> <p><u>Clerk's report (verbal)</u></p> <p>95-day notice account interest rate had increased to 3.75%</p>	
<p>23/72</p> <p>72.1</p>	<p>PLANNING MATTERS</p> <p><u>Applications requiring a decision</u> 23/02011/CL2PD – 2 Holme Close</p>	

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	<p>Certificate of lawfulness under S192 to enclose an existing carport to form store. Proposed by Cllr Grove, seconded by Cllr Starling and RESOLVED unanimously that the PC should <u>object</u> to this 'permitted development' application on the following basis:</p> <ol style="list-style-type: none"> 1. The store exceeds 50% of the total area of ground covered by buildings within the curtilage, excluding the original house. (Ref Class E1 b). Noted a large extension was built on the rear in 2022. 2. The store may intrude over a line drawn at an angle of 45° in the horizontal plane from the midpoint of the nearest window of a habitable room (neighbour's kitchen). This should be tested by Planning. 3. The neighbour has lived in her property for more than 20 years and therefore has a statutory right to natural daylight in her kitchen. <p><u>23/01778/HFUL – 22 Mead View</u> Single storey front extension and single storey rear extension following demolition of existing rear conservatory. Unanimously RESOLVED to make no recommendation or comments.</p>																
72.2	<p><u>Applications to note only</u> <u>23/02019/PRIOR – Oakington Tomato Farm, Dry Drayton Road</u> Demolition of former agricultural glasshouses and adjacent store buildings.</p>																
72.3	<p><u>Applications decisions received.</u> None received.</p>																
23/73	<p>PAVILION/MUGA MATTERS</p>																
73.1	<p><u>To consider request from 1st Oakington Scouts to allow indoor archery in Pavilion main hall</u> Written proposal, risk assessment and copy PL insurance cover had been submitted by the Scout leader. Proposed by Cllr Davidson that indoor archery should be permitted for a trial period until the end of summer term. Seconded by Cllr Grove. RESOLVED unanimously.</p>																
23/74	<p>OPEN SPACES/RECREATION GROUND MATTERS</p>																
74.1	<p><u>To report on completion of the 'Open Spaces' project</u> Perimeter path had been completed on 5th June. The surface is self-binding (Breedon Gravel) which requires rainfall to set the stones. The contractor will return to site to compact it and put down another layer of stones if required. All seating areas have been completed apart from the addition of the artwork to the RAF and Saxon information boards. Volunteers are watering the trees, hedging etc on a weekly basis due to recent dry hot weather.</p>																
74.2	<p><u>To consider siting positions for orchards information boards</u> Chair and Clerk had met with Edgar Stearn and agreed the Mill Road orchard board should be placed just inside the gate, facing the road. The Rec orchard board will be located facing the Rec on the corner of grass of the uncut section alongside the main through route. <i>Cllr Grove, County & District Councillors and member of the public left the meeting at 8.45pm.</i></p>																
23/75	<p>FINANCE MATTERS</p>																
75.1	<p><u>To approve payment of outstanding accounts due</u></p> <table> <tr> <td>SSE Electric</td> <td>Street lighting energy 4.4.23-2.5.23</td> <td>18.73</td> </tr> <tr> <td>Connections Bus Project</td> <td>April – May Youth sessions</td> <td>1100.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Perimeter path excavation</td> <td>13968.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Perimeter path completion</td> <td>26772.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting April 23</td> <td>470.40</td> </tr> </table>	SSE Electric	Street lighting energy 4.4.23-2.5.23	18.73	Connections Bus Project	April – May Youth sessions	1100.00	Brookfield Contracting	Perimeter path excavation	13968.00	Brookfield Contracting	Perimeter path completion	26772.00	Brookfield Contracting	Grass cutting April 23	470.40	
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	Brookfield Contracting	Grass cutting May 23	1017.60	
	CPS Building Services Ltd	Pavilion boilers service	540.00	
	Easy EPC	Energy performance assessment	396.00	
	ICO	Data protection registration fee (DD)	40.00	
	LGS Services Ltd	Internal audit 22-23	186.00	
	D Reeves	Keys, bowser tap box	13.50	
	ICCM	Memorial management training	360.00	
	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	
	Microsoft 365	Annual subscription	59.99	
	Malwarebytes	Annual subscription	29.99	
	Amazon	Jockey wheel, bowser	24.99	
	Total		46207.37	
	<u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Davidson. RESOLVED unanimously.			
75.2	<u>To report on any income received</u>			
	HMRC	Vat reclaim 1.4.23-31.5.23	2544.62	
	Total		2544.62	
75.3	<u>To note bank reconciliation as at 1 June 2023</u>			
	Noted.			
75.4	<u>To report on 22-23 Internal Audit</u>			
	Clerk had met with the Internal Auditor on 31 st May. Written report circulated prior to the meeting showing areas reviewed. No concerns reported.			
23/76	DATE OF NEXT MEETING			
	Parish Council: Monday 10 th July 2023, 7.30pm Planning: Monday 26 June, 7.30pm – if required Personnel Committee: Monday 26 June, 7pm			
	The meeting was declared closed at 8.50pm			

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