

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 10 July 2023 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs D Reeves (Chair), J Bailey, J Grove, R Pinter, J Camilleri. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson, Dist Cllr N Warren-Green, Dist Cllr T Bygott (part meeting) 4 members of the public. Absent: Cllr M Davidson.	
23/77	<b>APOLOGIES FOR ABSENCE</b>  Cllr T Starling (personal), Cllr S Moore (personal)	
23/78	<b>DECLARATIONS OF INTEREST</b>  None declared.	
23/79	<b>PUBLIC OPEN SESSION</b>  Four residents attended to raise their objections to the County Council's decision to refuse school travel passes for their children. They cited 'inconsistencies' in the application of the policy and handed the Parish Council a letter detailing their objections which had been signed by eight families impacted. The Chair stated that this is not a Parish Council matter. He invited County Cllr Thompson to comment. Cllr Thompson stated that CCC must adhere to the '3-mile radius rule' as detailed in the policy. It is unfortunate that there is a geographical split in the village but if they allow free transport for all children living within the radius the cost would be huge. She noted that the families are willing to pay for travel passes but the Transport Team has reported that the bus will be at capacity in September 2023. She asked the parents affected to email her with details of their individual cases and she will look into this further. She will also investigate if there would be any other potential transport options. <i>The four members of the public left the meeting at 7.45pm.</i>	
23/80	<b>TO APPROVE MINUTES OF THE MEETING HELD 12 JUNE 2023</b>  Approval proposed by Cllr Bailey. Seconded by Cllr Grove. RESOLVED unanimously. Minutes were signed by the Chair.	
23/81	<b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  None.	
23/82	<b>TO RECEIVE REPORTS</b> (Written reports circulated prior to the meeting and posted on PC website.)	
82.1	<u>County Councillor's report</u> Chair commented on the lack of response from the Secretary of State for Levelling Up regarding the county's funding settlement. Cllr Thompson stated this had been based on the population 10 years ago and is woefully inadequate. Chair also noted that the Cambridgeshire Priorities Capital Fund is open for grant applications of up to £40,000 to improve community buildings. He suggested the Parish Council could consider making an application for solar	

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<p>82.2</p> <p>82.3</p> <p>82.4</p>	<p>PVs for the Pavilion at its next meeting. Cllr Thompson will check the eligibility criteria and report back.</p> <p><u>District Councillors reports</u></p> <p>Cllr Warren-Green reported that the trial 4-day working week is still a hot discussion topic. The Parliamentary Under-Secretary of State for Local Government and Building Safety had written to the council requesting that the trial is discontinued. However, the service level statistics are still positive and the council is currently committed to completing the trial. Cllr Warren-Green is gathering feedback from parish councils on their experiences. The Clerk had emailed her comments.</p> <p>Cllr Bygott highlighted the 'digital switchover' – replacement of copper telephone lines by 2025. Local councils are asked to raise awareness locally. A toolkit can be found on the Local Government Association website.</p> <p><u>Parish Councillors reports (verbal)</u></p> <p>Cllr Pinter reported that Village Day had been successful and the CA had made a surplus which would be used to support the Bonfire event.</p> <p>Cllr Grove had attended the recent OWN meeting. Their next fundraising event is 'Tea &amp; Jazz' on 10<sup>th</sup> September.</p> <p>Chair has attended the 14<sup>th</sup> of June EAG meeting which included plans to map nature in the parish as part of Cambridgeshire Nature Network project.</p> <p>Chair and Clerk had attended a Highways meeting on 7<sup>th</sup> July. Clerk will circulate her notes.</p> <p>Chair and Clerk had also attended the Northstowe quarterly meeting which included the waterpark and SARW opening dates (end of July), Tomato Farm conifers and airfield trees overhanging Church View properties.</p> <p><u>Clerk's report (verbal)</u></p> <p>Cambridge &amp; Counties Bank interest rate had been increased to 4.05% from 1<sup>st</sup> July.</p> <p>An unused drain had been discovered near the play area zip wire. Chair, Cllr Pinter and Camilleri agreed to form a working group to fill it in with rubble/stones and soil which will then be seeded or turfed.</p>	<p>Sept agenda</p> <p>Clerk</p> <p>Chair/Cllrs Pinter, Camilleri</p>
<p>23/83</p> <p>83.1</p> <p>83.2</p> <p>83.3</p> <p>83.4</p>	<p><b>PLANNING MATTERS</b></p> <p><u>Applications requiring a decision</u> <u>23/02425/LBC – 25 High Street</u> Dismantle front wall, repair structural damage and rebuild. Unanimously RESOLVED to make no recommendation or comments.</p> <p><u>Applications to note only</u> <u>23/02421/CLUED – 10a Orchard Way</u> Certificate of lawfulness under S191 for existing property known as 10a as a separate dwelling. <u>Awaiting decision</u> <u>23/02011/CL2PD – 2 Holme Close.</u> Certificate of lawfulness under S191 to enclose an existing carport to form store. <u>Withdrawn.</u> Noted that the applicant will submit a full planning application.</p> <p><u>Applications decisions received.</u> <u>23/01564/HFUL – 15 Church View</u> Two storey side extension. <u>Approved</u> <u>23/02019/PRIOR – Oakington Tomato Farm</u> Demolition of former agricultural glasshouses and stores. <u>Prior approval not required</u> <u>21/01958/FUL – Land south of Longstanton Road</u> Construction of electricity substation. <u>Withdrawn</u> <u>To consider joining CPRE – The Countryside Charity</u> Proposed by Cllr Pinter that the PC should join for one year at a cost of <u>£36.</u> Seconded by Cllr Bailey. RESOLVED unanimously.</p>	

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23/84	<b>HIGHWAYS MATTERS</b>																																											
84.1	<u>To note 23-24 Local Highways Initiative (LHI) application outcome</u> Joint application with Girton Parish Council for a 30mph speed limit between the two villages had scored highly and is 'above the red line' on the complex applications list. In previous years this would mean that the Highways & Transport Committee would approve the application. However, due to a process change the final decision will be made by the Executive Director in consultation with the H&T Committee Chair and Vice Chair. Cllr Thompson is confident the application will be successful, particularly as the CCC contribution will be coming from S106 funds and not the LHI budget.																																											
23/85	<b>PAVILION/MUGA MATTERS</b>																																											
85.1	<u>To consider paying for replacement Pavilion blinds from S106 reserves</u> Proposed by Cllr Grove that W&P Blinds quote of £1361.67 + VAT should be accepted and S106 reserves used. Seconded by Cllr Camilleri. RESOLVED unanimously																																											
85.2	<u>To note receipt of Energy Performance Certificate</u> Noted the Pavilion had been rated category B. The certificate is being displayed in the entrance hall.																																											
23/86	<b>OPEN SPACES/RECREATION GROUND MATTERS</b>																																											
86.1	<u>To consider submitting an application to the International Tree Foundation for additional orchard trees</u> Proposed by Cllr Camilleri that an application should be made for £250 to enable the purchase of 12 fruit trees. Seconded by Cllr Pinter. RESOLVED unanimously.																																											
23/87	<b>PROPERTY MATTERS</b>																																											
87.1	<u>To consider a maintenance plan for benches and notice boards</u> Chair reported that some of the wooden benches need algae removing and staining. The Stocks Green and Westwick notice boards also need to be stained again. Cllr Pinter agreed to lead a working group on this. <i>Cllr Grove left the meeting at 8.45pm.</i>	Cllr Pinter																																										
23/88	<b>FINANCE MATTERS</b>																																											
88.1	<u>To approve payment of outstanding accounts due</u> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting energy 3.5.23-1.6.23</td> <td>19.08</td> </tr> <tr> <td>Unity Trust Bank</td> <td>CA quarterly fee</td> <td>18.00</td> </tr> <tr> <td>Vision ICT</td> <td>Cllr email address</td> <td>21.60</td> </tr> <tr> <td>A Leadley</td> <td>Refund, weedkiller</td> <td>18.99</td> </tr> <tr> <td>Screen &amp; Graphics Ltd</td> <td>Print, RAF &amp; Saxon boards</td> <td>73.13</td> </tr> <tr> <td>Screen &amp; Graphics Ltd</td> <td>Print, 4 EAG boards</td> <td>146.26</td> </tr> <tr> <td>Sign Industries Ltd</td> <td>Brass plaques</td> <td>476.40</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1004.82</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>35.67</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>136.68</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>Total</td> <td></td> <td>1983.63</td> </tr> </table> <u>Approval</u> proposed by Cllr Bailey. Seconded by Chair. RESOLVED unanimously.	SSE Electric	Street lighting energy 3.5.23-1.6.23	19.08	Unity Trust Bank	CA quarterly fee	18.00	Vision ICT	Cllr email address	21.60	A Leadley	Refund, weedkiller	18.99	Screen & Graphics Ltd	Print, RAF & Saxon boards	73.13	Screen & Graphics Ltd	Print, 4 EAG boards	146.26	Sign Industries Ltd	Brass plaques	476.40	Salaries	Salaries	1004.82	Expenses	Expenses	30.00	HMRC	PAYE/NI	35.67	NEST	Pension	136.68	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Total		1983.63	
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88.2	<u>To report on any income received</u> <table border="0"> <tr> <td>FW Cook Funeral Serv</td> <td>Grave space &amp; Interment fee</td> <td>450.00</td> </tr> </table>	FW Cook Funeral Serv	Grave space & Interment fee	450.00																																								
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	FCC Communities Fund	Project claim 4	11640.00	
	FCC Communities Fund	Project, final claim	16932.58	
	HMRC	VAT reclaim 1.6.23-30.6.23	4899.34	
	Total		33921.92	
88.3	<u>To note bank reconciliation and budget position as at 30 June 2023</u>			
	Noted. The budget is currently on track.			
23/89	<b>ADMINISTRATION MATTERS</b>			
89.1	<u>To approve Memorial Management policy.</u>			
	Approval proposed by Cllr Bailey. Seconded by Cllr Pinter. RESOLVED unanimously.			
23/90	<b>DATE OF NEXT MEETING</b>			
	Parish Council: Monday 12 <sup>th</sup> September 2023, 7.30pm			
	Planning: Monday 31 July (change of date agreed) at 7.30pm			
	Monday 14 August, 7.30pm – if required.			
	<b>The meeting was declared closed at 9.10pm</b>			

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