

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 11 September 2023 at 7.30pm**

Agenda No:		Action
	Present: Cllrs D Reeves (Chair), T Starling, J Bailey, J Grove, R Pinter, M Davidson, J Camilleri. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson,(part meeting), Dist Cllr T Bygott (part meeting). One member of the public.	
23/91	APOLOGIES FOR ABSENCE Cllr S Moore (personal), Dist Cllr N Warren-Green.	
23/92	DECLARATIONS OF INTEREST None declared. <i>Cllr Bailey arrived at 7.32pm.</i>	
23/93	PUBLIC OPEN SESSION A resident sought support from the Parish Council regarding her objection to Homes England placing a ' Private Land, No Public Access or Right of Way' sign on their land at the bottom end of The Drift. She stated she had walked around the land for over 30 years. She had posted on OakyFolk Facebook page about it and received 22 comments from residents who also object. According to .gov.uk website, if private land has been accessed by the public for at least 20 years and nobody has asked them to stop, the public can continue to use it as a right of way. Cllr Bygott explained the public rights and stated it was up to Homes England to prove that the public are not entitled to access the land for walking. Chair will include this in his next Journal report and suggest that residents write direct to Homes England. The Parish Council will consider writing to Homes England at the next meeting. Chair stated that Cllr Moore is still pursuing the possibility of a creating a circular public right of way from The Drift to connect with Cambridge Road via track near Poplar Cottages and then continue alongside Oakington Brook until it reaches the Rec. <i>Member of the public left the meeting at 7.45pm</i>	Chair Oct agenda
23/94	TO APPROVE MINUTES OF THE MEETING HELD 10 JULY 2023 Approval proposed by Cllr Grove. Seconded by Cllr Pinter. RESOLVED unanimously. Minutes were signed by the Chair.	
23/95	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 31 JULY 2023 Approval proposed by Cllr Davidson. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair	
23/96	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item ref 82.4 – Unused drain, play area</u> – Chair & Cllr Starling had filled in it. <u>Item ref 84.1 – 23-24 LHI, 30 mph zone</u> – Officer had advised that it will not be possible to install raised features on the section where there is no street lighting. <u>Item ref 85.1- Pavilion blinds</u> – Installed on 8 th Aug. Contractor has returned to site to rectify one minor fault.	

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	<p>Item ref 86.1 – <u>International Tree Foundation grant application</u> – Application submitted. However, ITF has advised that they are not yet accepting grant applications and suggested making an application to the Tree Council for orchard trees instead.</p>	
23/97	<p>TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.)</p>	
97.1	<p><u>County Councillor’s report</u> Cllr Thompson responded to questions on: <u>Childcare in Domestic Premises</u> – motions objecting to housebuilders placing restrictive covenants on properties which prevented residents from running home-based businesses, including childcare were approved and had influenced national policy. There are currently no childminders in Northstowe. <u>New Special Free Schools</u> – Government approval had been given for two such schools, one in March and the other in Gamlingay. <u>SARW opening</u> – Homes England had today advised it will be opened at the end of September. There has been an issue with legal documents. She had not yet had a response to the issue regarding the street lighting but will follow this up at a site meeting next week. <u>Party/event on CCC land on 9th September</u> – complaints had been submitted via OakyFolk about an extremely loud party/event that had taken place on land at the far side of the Rec. The noise had continued up to approx. 3.30am. It is understood that it was a CCC organised event. Cllr Thompson will look into this and report back. <u>Future cycleway from Church View to Northstowe</u> – Cllr Grove asked if Oakington & Westwick children will be able to attend Northstowe Secondary School when this path is opened. Cllr Thompson stated that we are not in the Northstowe catchment area and the cycleway is part of the 3A plans, so a very long way off. <u>Former Royal Observer Corps site</u> – Nick Harrison had met with Quinton Carroll, Historic Environment Team Manager CCC and Dean Harris, Homes England to discuss possible plans to preserve that area on Northstowe, if it is still intact.</p>	
97.2	<p><u>District Councillors reports</u> Cllr Bygott updated on the following: <u>Wilson’s Road Bridleway</u> - representatives of various users’ groups he had met with had unanimously agreed that the decision on the hard surface should be reversed and the funding used instead to complete the bridleway along the B1050 from the main part of Longstanton and the northern end of Northstowe. Cllr Bailey commented that there is a part hard surface which stops where it becomes countryside with sections of hardcore with ‘potholes’ which fill with water when wet and rough ground that becomes muddy. He suggested it would be good for some remedial action to be taken to improve the surface. Cllr Bygott is trying to arrange a meeting with the County Council, Homes England and the landowners so that the users' groups can present their case. He suggested that a PC rep could possibly attend this meeting. <u>Naming SARW</u> – 3C Shared Services had adopted a new street naming and numbering policy which differs from the previous SCDC policy. The name of a living person cannot be used and the use of a forename and surname is not encouraged. Cllr Bygott is following up on his concern that the new policy could make it difficult for emergency services to find properties, as the previous policy did not allow forenames. <u>Blue Plaques</u> - Cllr Bygott would be pleased to hear from anyone who would like to nominate a building in Oakington or Westwick for a blue plaque. Plaques can be erected to commemorate individuals or events.</p>	

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97.3	<p><u>Parish Councillors reports (verbal)</u> Cllr Davidson – play area inspection undertaken on 24th July. No major issues. He had requested litter picking equipment. Cllr Pinter – Community Association is currently planning the 4th November Bonfire event. He will be standing down as Chair at the AGM and the Secretary is also standing down. CA has invited anyone interested in joining the committee to attend the next meeting on 13th September. He also reported on an incident of aggressive behaviour towards him by an unknown young woman while he was clearing lichen from a play area bench. She demanded to know why he was working there and sat at the bench for a while to try to prevent him from continuing. She also challenged him later while he was speaking to a Queens Way child that he knew. It was agreed that Parish Council hi-vis jackets and lanyards with photo ID should be worn when undertaking volunteer work on PC land. Clerk to obtain costs for those, as well as litter pickers and hoops. Cllr Camilleri – due to undertake play area inspection later this month. He will buddy with Chair either this week or next to go through the process. Cllr Starling – attended TAG meeting (minutes circulated), replaced missing bolts on toddler multi-play unit and met with Pavilion CCTV engineer to resolve issue. Cllr Grove – no OWN update. Next meeting will be 13th September. Chair – responded to a complaint about weeds growing through recently slurry sealed footway in Arcadia Gardens. Issue had been reported online and LHO is following it up. He had also attended a parish councils Zoom meeting with Anthony Browne, MP which included discussion on Michael Gove’s plan for 240,000 homes for the Cambridge area, East West Rail and Cambridge Delivery Group.</p>	Clerk
97.4	<p><u>Clerk’s report (verbal)</u> <u>C&C Bank</u> – interest increased to 4.30% from 8 August. <u>Tomato Farm, Leylandii</u> - Homes England have instructed arborists on this matter. They will need road closure arrangements in place and, subject to nesting birds, it is hoped they can be removed after the demolition work is completed in Spring 2024. <u>New LHO</u> - Neal Stevens. Next Highways meeting, 6 Oct. <u>Gunn’s Lane bin</u> – dual dog/litter ‘Topsy’ bin had been installed at a cost of £417, plus £4 per fortnightly collection. <u>Flood Groups Conference</u> – Thursday 21st September 2023 – St Ives. <u>Pavilion, heating valves</u> - contractor had replaced heating system valves but there appears to be an electrical wiring fault which had caused a burnout. Electrician to assess when he fits the external PIR light. <u>MUGA surface condition survey</u> had been completed on 4th Sept. Pitch specialist will now undertake the tender process for 3G surface. <u>Bin collections</u> – day will change to Fridays from 22nd September. <u>2024-25 LHI</u> – notification had just been received that Expressions of Interest are required by 30th September. As the PC does not meet again until 9th October, the Clerk will ask for a deadline extension and copy Cllr Thompson on her response. <u>Girton Neighbourhood Plan</u> – Girton Parish Council had emailed to ask if the PC (together with Histon & Impington, Dry Drayton and Madingley PC’s) would be interested in liaising on this so that their plans and aspirations can be developed in unison with neighbouring Councils. Chair & Cllr Starling agreed to attend an initial meeting to explore common themes.</p>	Clerk
23/98	PLANNING MATTERS	

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98.1	<u>Applications requiring a decision</u> 23/0314/HFUL – 4 Vicarage Close - Erection of double garage and amended driveway. Unanimously RESOLVED to <u>support</u> . No comments.	
98.2	<u>Applications to note only</u> None received.	
98.3	<u>Applications decisions received.</u> 23/01481/FUL – 9 Longstanton Road – Demolition of existing garage and erection of 2 bed dwelling. <u>Approved</u> 23/02452/LBC – 25 High Street – Dismantle front wall, repair structural damage and rebuild. <u>Approved</u> 23/02732/ADV – 2 Water Lane – Installation of non-illuminated sign. <u>Approved</u> 23/02591/HFUL – 2 Holme Close – Retrospective enclosing of carport to form store. <u>Approved</u> .	
23/99	HIGHWAYS MATTERS	
99.1	<u>To consider putting forward a name suggestion for Southern Access Road West (SARW)</u> After a lengthy discussion it was proposed by Cllr Pinter that ‘Stanton Way’ should be put forward. Seconded by Cllr Starling. RESOLVED unanimously. Reason - before 1939 the land was part of the village of Oakington. The SARW section was the Hockinton/Stanton (St Michaels) boundary. Clerk reported that Homes England had been asked to arrange a meeting of all interested parties with a view to achieving a consensus on the preferred name. <i>Cllr Grove left the meeting at 9pm.</i>	
23/100	PAVILION/MUGA MATTERS	
100.1	<u>To consider applying for Cambridgeshire Priorities Capital Fund grant for Pavilion solar panels</u> Three contractors had submitted costings following site meetings. Proposed by Cllr Davidson that grant application should be made for <u>£30,000</u> . Seconded by Cllr Starling. RESOLVED unanimously. Clerk to submit Expression of Interest by 24 th September.	Clerk
23/101	OPEN SPACES/RECREATION GROUND MATTERS	
101.1	<u>To consider negotiating an extension to Mill Road orchard lease</u> The original five-year lease ends on 24 March 2024. Proposed by Cllr Davidson that an application should be made to Homes England to extend the lease. Seconded by Cllr Pinter. RESOLVED unanimously	
101.2	<u>To consider installing an old vandalism/property theft information sign on Pavilion wall</u> Sign wording had been circulated. Proposed by Cllr Camilleri that the sign should be installed on the Pavilion wall. Seconded by Cllr Starling. RESOLVED unanimously	
101.3	<u>To consider installing metal ‘No Dogs’ signs on Pavilion wall, seating areas and Rec entrances</u> Cllr Starling reported that the plastic dogs signs installed in the last year have all been vandalised. He proposed installing 3 metal signs ‘Sorry. No Dogs’ signs on the Pavilion walls and 3 near the play area at a cost of £6.99 per sign, plus approx. £5 for each post required. Seconded by Cllr Pinter. RESOLVED unanimously	
101.4	<u>To consider budgeting for a professional tree condition survey in 2024-25</u> Clerk reported that the last survey had been undertaken in May 2017.	

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	Proposed by Cllr Camilleri that a budget of £1,000 should be set for a condition survey in 2024-25. Seconded by Cllr Bailey. RESOLVED unanimously	
23/102	FINANCE MATTERS	
102.1	<u>To approve payment of outstanding accounts due</u>	
	<u>August payments</u>	
	SSE Electric Street lighting energy 2.6.23-3.7.23	19.60
	W&P Blinds Ltd 50% deposit, Pavilion blinds	817.00
	Connections Bus Project June-July youth sessions	1877.00
	PKF Littlejohn LLP External audit 22-23	504.00
	O&S Sports Pavilion Youth MUGA sessions June-July 23	96.00
	W & P Blinds Ltd Pavilion blinds, balance	817.00
	Salaries Salaries	1174.04
	Expenses Expenses	30.00
	HMRC PAYE/NI	152.73
	NEST Pension	170.84
	Multipay Charge Card	
	Lloyds Bank Monthly charge card fee	3.00
	CPRE Annual membership	36.00
	Screwfix Bolts, play area equipment	10.99
	Total	5708.20
	<u>September payments</u>	
	SSE Electric Street lighting energy 4.7.23-1.8.23	18.73
	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
	Amazon Bench & notice boards materials	55.97
	Total	1284.87
	<u>Approval</u> proposed by Cllr Pinter. Seconded by Cllr Starling. RESOLVED unanimously.	
102.2	<u>To report on any income received</u>	
	Residents Double depth grave space	300.00
	C&C Bank 95-day notice account interest	771.75
	Santander Business saver interest	1.09
	Total	1072.84
102.3	<u>To note bank reconciliation as at 1 September 2023</u>	
	Noted. No concerns.	
102.4	<u>To note conclusion of 22-23 audit</u>	
	External auditor had issued certificate, with no matters of concern raised.	
102.5	<u>To consider community grant application</u>	
	Proposed by Cllr Pinter that SOW grant application for <u>£150</u> for 'Hedgehog highways' should be approved. Seconded by Cllr Bailey. RESOLVED unanimously.	
23/103	DATE OF NEXT MEETING	
	Parish Council: Monday 9 th October 2023, 7.30pm	
	Planning: Monday 25 September, 7.30pm – if required	
	The meeting was declared closed at 9.20pm	

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