

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

Agenda No:		Action
	Present: Cllrs D Reeves (Chair), T Starling (Vice Chair), S Moore, J Bailey, J Grove, R Pinter. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson, Dist Cllr N Warren-Green, Dist Cllr T Bygott. (all part meeting). One member of public. Absent: Cllr M Davidson.	
23/104	APOLOGIES FOR ABSENCE Cllr J Camilleri (illness).	
23/105	DECLARATIONS OF INTEREST None declared.	
23/106	PUBLIC OPEN SESSION Member of the public had no matters to raise.	
23/107	TO APPROVE MINUTES OF THE MEETING HELD 11 SEPTEMBER 2023 Approval proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
23/108	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>23/93 – Land at bottom of The Drift Prescriptive access</u> – Homes England had confirmed that a prescriptive right of pedestrian access exists at the end of The Drift along the field edges that surround their land. Chair had asked them to state this in writing. <u>23/97.3 – Parish Council named Hi -Vis vests</u> – distributed to Clerk and councillors. Clerk to order ID cards. <u>23/97.3 – Litter picking equipment</u> - Clerk to order six litter pickers costing £19.35 each and 6 bag hoops costing £12.99 each. <u>23/99.1 – SARW</u> – Homes England to organise a road naming competition. <u>23/100.1- Cambridgeshire Priorities Capital Fund</u> – EOI for Pavilion solar panels had been successful. Full application to be submitted by 15 th December. Chair and Clerk to draft and circulate for comment (including Cnty Cllr Thompson) <u>23/101.1 – Mill Road Orchard lease</u> – Clerk had emailed Homes England regarding 5-year extension. No response to date. Clerk to follow up. <u>23/101.2 – ‘Vandalism’ sign</u> – Chair & Vice-chair had installed sign on Pavilion front wall. <u>23/102.5 – Hedgehog Highway</u> – pack delivered to SOW who are in the process of distributing to resident who would like one.	Clerk Clerk Chair/Clerk Clerk
23/109	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.)	
109.1	<u>County Councillor’s report</u> <u>Pavement Parking</u> – Chair stated that there is a particular issue in Cambridge Road. Cllr Bailey commented there can be access issues in narrower roads for larger vehicles such as ambulances if cars aren’t parked on pavements.	

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<p>109.2</p> <p>109.3</p> <p>109.4</p>	<p><u>Peat Soil roads</u> – Cllr Thompson reported that she had put Dry Drayton Road forward for government funding for peat soil affected roads. She has also asked it to be included on the list for resurfacing budget and for A14 upgrade funding. Cllr Bailey reported he had observed an empty bus tip when travelling along the road due to the sloped sides.</p> <p><u>District Councillors' reports</u> Cllr Warren-Green had no updates to her report. Cllr Bygott updated on the heritage archives. It had been confirmed that the planned annex will not ahead. He had met with Homes England and a rep from LDHS to discuss the possibility of using another Northstowe building. Cllr Thompson stated this is a County Council matter. There is a requirement to hold an exhibition of the findings by the end of 2024 and they are looking at options to site this.</p> <p><u>Parish Councillors reports (verbal)</u> Cllr Pinter – bonfire event plans are progressing. There will be a CA member meeting on 18 October, 7.30pm Cllr Starling – no TAG meeting this month. He had painted over graffiti at Midfield Lodge bus shelter and will work with the Chair to complete the renovation of the Mill Road shelter. He had also attended Highways meeting with the Clerk. Cllr Grove – had been unable to attend the September OWN meeting. Chair – completed notice boards renovation and cleared the Church footpath of nettles and dead Elder. Noted a resident had sprayed weedkiller on the Vicarage Close side of the path. The 'Abraham' benches supplier had agreed to replace one faulty slat. Chair and Clerk had met with Brookfield to discuss grounds maintenance contract specification. As a one-off job they will weed spray and add heavy mulch to the two seating areas between Beech hedging and block paving and cut the wildflower areas (Total cost £650 +VAT).</p> <p><u>Clerk's report (verbal)</u> <u>3G pitch</u> – tender invitation had gone out to five contractors, with a deadline of 19th October. <u>International Tree Foundation</u> – had reconsidered its rejection of grant application and awarded £160 for Rec orchard fruit trees. Soil improver costing approx. £100 will be funded from 'orchards' budget. <u>C&C Bank – 95-day notice account</u> - interest rate increased to 4.5% from 27th September. <u>Highways meeting, 6 October</u> - discussion with new LHO included; Drift and High Street footway repairs, Dry Drayton Road, Arcadia Gardens slurry seal weeds, Water Lane hedge, Church footpath and gullies cleaning/mapping programme (Due to start in December)</p>	
<p>23/110</p> <p>110.1</p> <p>110.2</p>	<p>PLANNING MATTERS</p> <p><u>Applications requiring a decision.</u> None received.</p> <p><u>Applications to note only</u> Tree applications: <u>23/1147/TTPO – St Andrews Church</u> – various tree works. <u>23/1087/TTCA – Day Nursery, Station Road, Westwick</u> -reduce the mixed native hedge. <u>23/1174/TTCA – 71 High Street</u> – reduce Hornbeam crown by 8-10 metres. <u>23/0389/CL2PD – 21 Coles Lane</u> – certificate of lawfulness for removal of tow garage doors, installation of new single garage door and window with part garage conversion.</p>	

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110.3	<u>Applications decisions received.</u> 23/02465/HFUL – 22 Longstanton Road -single storey front, two storey side and rear extensions and single storey rear extension. <u>Approved</u>	
23/111	HIGHWAYS MATTERS	
111.1	<u>To consider submitting a 2024-25 LHI application</u> Proposed by Cllr Bailey that an application should be made for four solar powered speed units. Seconded by Cllr Starling. RESOLVED unanimously.	
111.2	<u>To note successful 20mph Initiative Funding application for Westwick</u> Project officer is currently working on the draft designs and had confirmed that no financial contribution is required from the Parish Council. <i>Cllr Grove left the meeting at 8.22pm.</i>	
111.3	<u>To consider responding to CCC consultation on Roadside Weed Management policy</u> Cllr Thompson explained the current Biodiversity policy which includes no longer routinely spraying weeds. CCC will however deal with 'dangerous' weeds and these should be reported online. After some discussion, the general feeling was that weeds should be dealt with, but not by using pesticides. Chair will draft a consultation response for comment.	Chair
23/112	OPEN SPACES/RECREATION GROUND MATTERS	
112.1	<u>To review improvement plans for Stocks Green and to consider if Baptist Chapel structural survey is still required</u> Clerk reported that the structural surveyor had not responded to emails or phone calls regarding the Chapel survey. Therefore, it can only be concluded there are not interested in the work. The Chair has organised a meeting of the Stocks Green improvements working group agreed at the January 2023 meeting but only one resident had attended and no-one had contacted him about it since then. After some discussion, it was proposed by the Chair that improvement work should be put on hold and the structural survey should not go ahead. Seconded by Cllr Starling. RESOLVED. 4 in favour. 1 against.	
112.2	<u>To consider remedial work required following professional play area inspection and budgeting to replace large multiplay equipment</u> Chair and Clerk had arranged to meet with play area contractor on 10 th October to discuss options. Item deferred to November meeting.	Nov agenda
112.3	<u>To consider grounds maintenance specification for 2024-2026</u> Draft specification had been circulated. Recommended additions to current specification: 1. Weed spraying all hardstanding areas (including paths and seating areas four or five times a year. 2. Cutting wildflowers areas after growing season. Proposed by Cllr Bailey that the 2024-2026 specification should be approved. Seconded by Cllr Moore. RESOLVED unanimously.	
112.4	<u>To consider obtaining quote to reduce four Cemetery Yews to approx. 10-12 feet</u> Proposed by Cllr Starling that a quote should be obtained. Seconded by Cllr Pinter. RESOLVED unanimously.	
112.5	<u>To consider requirement to complete 'first consideration' of biodiversity action by 1 January 2024</u> Noted that the Parish Council has already done quite a lot as far biodiversity is concerned; including tree and wildflower planting. After some discussion, councillors were asked to come up with ideas for inclusion in a statement/policy to be drafted for consideration at the November meeting.	Nov agenda
23/113	PAVILION/MUGA MATTERS	

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113.1	<p><u>To consider paying for an extra page on the Parish Council website to add a Pavilion bookings/availability calendar</u> Proposed by Cllr Pinter that the Parish Council should pay for an extra website page at a cost of <u>between £30 and £75</u>. Seconded by Cllr Starling. RESOLVED unanimously.</p>																																																										
23/114	<p>FINANCE MATTERS</p>																																																										
114.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.8.23-1.9.23</td> <td>19.25</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting June, July, August</td> <td>2095.20</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting September</td> <td>1831.20</td> </tr> <tr> <td>J Kilborn & Son Ltd</td> <td>LED lights basketball area, timer</td> <td>426.53</td> </tr> <tr> <td>Clear Insurance Ltd</td> <td>Insurance renewal</td> <td>2290.96</td> </tr> <tr> <td>Surfacing Standards Ltd</td> <td>Condition survey & 3G tenders</td> <td>3420.00</td> </tr> <tr> <td>L Lawrence</td> <td>Refund – bus shelter materials</td> <td>32.80</td> </tr> <tr> <td>Drake Plumbing</td> <td>Heating valves, Pavilion</td> <td>444.00</td> </tr> <tr> <td>Play Inspection Company</td> <td>Play area annual inspection</td> <td>153.00</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">Multipay Charge Card</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly charge card fee</td> <td>3.00</td> </tr> <tr> <td>Amazon</td> <td>10 x No Dogs signs</td> <td>91.70</td> </tr> <tr> <td>Jax First Aid Ltd</td> <td>10 x Hi-Vis vests</td> <td>52.48</td> </tr> <tr> <td>Hedgehogs R Us</td> <td>Hedgehog highway pack</td> <td>157.50</td> </tr> <tr> <td colspan="2">Total</td> <td>12224.79</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Moore. Seconded by Cllr Starling . RESOLVED unanimously.</p>		SSE Electric	Street lighting energy 2.8.23-1.9.23	19.25	Brookfield Contracting	Grass cutting June, July, August	2095.20	Brookfield Contracting	Grass cutting September	1831.20	J Kilborn & Son Ltd	LED lights basketball area, timer	426.53	Clear Insurance Ltd	Insurance renewal	2290.96	Surfacing Standards Ltd	Condition survey & 3G tenders	3420.00	L Lawrence	Refund – bus shelter materials	32.80	Drake Plumbing	Heating valves, Pavilion	444.00	Play Inspection Company	Play area annual inspection	153.00	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	Amazon	10 x No Dogs signs	91.70	Jax First Aid Ltd	10 x Hi-Vis vests	52.48	Hedgehogs R Us	Hedgehog highway pack	157.50	Total		12224.79
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114.3	<p><u>To note bank reconciliation and budget position as at 1 October 2023</u> Clerk reported that the budget is currently on track, apart from a definite £20,000 underspend on Highways. Clerk stated that this could be vired to another project if the Parish Council resolves to do so.</p>																																																										
114.4	<p><u>To consider any projects to be included in the 2024-25 budget.</u> The following were suggested; £5,000 for Biodiversity projects and £30,000 for Pavilion solar panels, in case the grant application is unsuccessful. Clerk is currently working on the budget which will need to be approved at the December meeting.</p>																																																										
23/115	<p>DATE OF NEXT MEETING</p> <p>Parish Council: Monday 13 November 2023, 7.30pm Planning: Monday 23 October, 7.30pm – if required</p>																																																										
	<p>The meeting was declared closed at 9.25pm</p>																																																										

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