

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 13 November 2023 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs D Reeves (Chair), T Starling (Vice Chair), S Moore, J Bailey, R Pinter, J Camilleri. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson (part meeting) Dist Cllr T Bygott. (part meeting). No members of public.	
23/116	<b>APOLOGIES FOR ABSENCE</b>  Cllr J Grove (personal), Dist Cllr N Warren-Green. Matthew Davidson had resigned as a parish councillor.	
23/117	<b>DECLARATIONS OF INTEREST</b>  None declared.	
23/118	<b>PUBLIC OPEN SESSION</b>  None present.	
23/119	<b>TO APPROVE MINUTES OF THE MEETING HELD 9 OCTOBER 2023</b>  Approval proposed by Cllr Bailey. Seconded by Cllr Starling . RESOLVED unanimously. Minutes were signed by the Chair.	
23/120	<b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>Item 23/108</u> – ID cards and lanyards were distributed at the meeting. <u>Item 23/111.1</u> – Cllr Starling & Clerk had attended 24-25 LHI briefing. Maximum CCC funding for non-complex application is £10,000. Therefore it will only be possible to apply for one or two solar speed units. To be considered at the December meeting.	Dec agenda
23/121	<b>TO RECEIVE REPORTS</b> (Written reports circulated prior to the meeting and posted on PC website.)	
121.1	<u>County Councillor's report</u> Cllr Thompson apologised that she had been unable to produce a written report this month. <u>The Drift footway repair</u> – she will follow up with the Local Highways Officer. <u>IVC Bus</u> - currently unable to pick up from Coles Lane due to overhanging trees in High Street. LHO is dealing with this. Clerk had contacted one of the owners but had not yet received a response. <u>Gully cleaning</u> – all gullies should be cleaned and mapped around 4 <sup>th</sup> December. In response to a question about road sweeping, Cllr Thompson stated that CCC are trying to work together with SCDC on this. The aim is for the sweeping to take place before gullies are cleaned. She offered to follow up on any reports of blocked gullies that had been closed off but are still not draining away.	
121.2	<u>District Councillors' reports</u> Cllr Bygott reported that Stephen Kelly (Head of Planning) had taken on the action to arrange a stakeholders' meeting regarding the Wilson's Road bridge cycle path/bridleway.	

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<p>121.3</p> <p>121.4</p> <p>121.5</p>	<p>Chair referred to Cllr Bygott's comment about CCC weeds policy in his written report. He stated it is possible to kill weeds by spraying with a diluted horticultural vinegar and suggested that research is done on this. Noted that this is not a district council matter.</p> <p>Cllr Warren-Green's written report was accepted. There were no questions or comments.</p> <p><u>Parish Councillors reports (verbal)</u></p> <p>Cllr Moore – had attended <u>parking enforcement</u> briefing. Officers will only be able to enforce parking on double yellow lines. Obstructions and pavement parking will still need to be reported to the Police.</p> <p>Cllr Starling reported that <u>TAG</u> had considered winding up the group at its last meeting due to low attendance and lack of projects to progress. However they had decided to meet quarterly for the time being. Chair to write to the TAG Chair to formally thank them for all they have done on behalf of the parish.</p> <p>Cllr Starling had also attended the LHI briefing and completed work on the Mill Road bus shelter.</p> <p>Chair had put down some topsoil between the wetpour surface and the grass surround at the play area. He will add another layer to fill in the trip hazard.</p> <p>Cllr Bailey reported that firs trees had been cut back at a property on Water Lane and debris had been left in the Award Drain (171). Clerk will report this to SCDC Drainage Officer.</p> <p>Cllr Bailey reported that the ditch on Cambridge Road was very full of water. Several months ago Ian Whinfield (CCC Flood Risk officer) had offered to meet with PC members to discuss drainage issues in the parish, but this had not been followed up due to time constraints.</p> <p><u>Bonfire night event report</u></p> <p>Chair reported that preparation work appeared to have gone well, apart from slight damage to the grass near the bonfire bund. But he had been informed of two issues that occurred on the night. Two of the fireworks malfunctioned, causing very minor injuries to two people and two of the Rec barriers had been left unlocked overnight.</p> <p>Cllr Pinter had obtained feedback from the volunteer organisers. They had raised the fireworks issue with the supplier who had it turn contacted the manufacturer for feedback and is awaiting their response. The spectators' cordon was set further back than the required 25 metres. However, it may be necessary to move it further back in future. The organisers accepted that there had been a misunderstanding about the keys and apologised that the barriers had been left unlocked from 11pm until 8am the next day.</p> <p>Several councillors commented that it was an excellent event and is very popular with residents.</p> <p><u>Clerk's report (verbal)</u></p> <p><u>Cemetery memorial checks</u> – completed with the Chair. Two memorials found to be very unstable and were cordoned off as a temporary measure. They will be secured with strapping. Clerk will try to establish who the owners are.</p> <p><u>Pavilion Committee</u> – Clerk &amp; Cllr Moore attended. Discussion included current financial position, fees and advertising.</p> <p><u>CCTV</u> – engineer was called out due to failure to view cameras remotely. This was rectified.</p> <p><u>Environment Agency</u> - had been working on clearing the brook of vegetation and removal of tree that had fallen across it near Mansell Wood.</p>	<p>Chair</p> <p>Chair</p> <p>Clerk</p>
<p>23/122</p> <p>122.1</p>	<p><b>PLANNING MATTERS</b></p> <p><u>Applications requiring a decision.</u> <u>23/03837/FUL – 9 Longstanton Road</u></p>	<p>.</p>

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	Demolition of existing garage and erection of a 2-bed dwelling. Noted that a new flood plan had been submitted with this application. Unanimously RESOLVED to make no recommendation and no comments. <u>23/03931/FUL – Oakington Garden Centre</u> Replacement of existing canopy with canopy and enclosed canopy. Unanimously RESOLVED to make no recommendation and no comments. <u>Applications to note only</u>																																																										
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23/123	<b>HIGHWAYS MATTERS</b>																																																										
123.1	<u>To consider submitting a formal complained to Cambridgeshire County Council regarding failure to repair the footways the top of The Drift</u> Chair detailed the history of the footway damage caused by sugar beet contractors and the numerous reports submitted to Highways to try to get it repaired. Most recently the LHO had reported that their contractor had not been able to deal with it under a 21-day emergency repair as it requires replacement kerbing. He now needs to obtain a full costing and submit a 'job pack' for authorisation. The Chair read out his draft formal complaint letter. Proposed by the Chair that this should be submitted following a minor amendment. Seconded by Cllr Starling. RESOLVED unanimously. Cllr Thompson stated that she completely supports the complaint and asked to be sent a copy when it is submitted. <i>Cnty Cllr Thompson and Dist Cllr Bygott left the meeting.</i>																																																										
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124.1	<u>To approve payment of outstanding accounts due</u> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting energy 2.9.23-2.10.23</td> <td>19.25</td> </tr> <tr> <td>Brookfield Contacting</td> <td>Grass cutting, Oct 23</td> <td>699.60</td> </tr> <tr> <td>Round Peg Ltd</td> <td>4 x information boards</td> <td>1680.00</td> </tr> <tr> <td>Connections Bus Project</td> <td>Sept-Oct youth sessions</td> <td>1506.00</td> </tr> <tr> <td>D Reeves</td> <td>Refund – top soil, play area</td> <td>9.98</td> </tr> <tr> <td>Surfacing Standards Ltd</td> <td>3G tender review &amp; report</td> <td>354.00</td> </tr> <tr> <td>BusinessWatch UK</td> <td>Call out &amp; resolve – CCTV issue</td> <td>268.80</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1174.04</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>152.73</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>Amazon</td> <td>Stationery, graffiti erasers</td> <td>13.22</td> </tr> <tr> <td>Amazon</td> <td>Graffiti remover</td> <td>16.19</td> </tr> <tr> <td>Amazon</td> <td>4TB portable hard drive</td> <td>95.22</td> </tr> <tr> <td>Waterhaul</td> <td>Litter pickers, bag hoops</td> <td>129.60</td> </tr> <tr> <td>Amazon</td> <td>Strapping, cemetery memorials</td> <td>15.65</td> </tr> <tr> <td>Total</td> <td></td> <td>6338.12</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Bailey Seconded by Cllr Moore. RESOLVED unanimously.</p>	SSE Electric	Street lighting energy 2.9.23-2.10.23	19.25	Brookfield Contacting	Grass cutting, Oct 23	699.60	Round Peg Ltd	4 x information boards	1680.00	Connections Bus Project	Sept-Oct youth sessions	1506.00	D Reeves	Refund – top soil, play area	9.98	Surfacing Standards Ltd	3G tender review & report	354.00	BusinessWatch UK	Call out & resolve – CCTV issue	268.80	Salaries	Salaries	1174.04	Expenses	Expenses	30.00	HMRC	PAYE/NI	152.73	NEST	Pension	170.84	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Amazon	Stationery, graffiti erasers	13.22	Amazon	Graffiti remover	16.19	Amazon	4TB portable hard drive	95.22	Waterhaul	Litter pickers, bag hoops	129.60	Amazon	Strapping, cemetery memorials	15.65	Total		6338.12	
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	Total	350.00	
124.3	<u>To consider grounds maintenance quote for 2024-2026</u> Brookfield Contracting Ltd quote had been circulated prior to the meeting. Each item in the specification had been individually priced and would be fixed for the duration of the contract. The annual cost would be approximately <u>£8,100</u> depending on number of grass cuts required during the season. Proposed by Cllr Moore that the quote should be accepted. Seconded by Cllr Pinter. RESOLVED unanimously.		
124.4	<u>To consider quote for play area remedial works</u> Proposed by Cllr Starling that Kompan Ltd quote of <u>£287.36</u> + VAT should be accepted. Seconded by Cllr Pinter. RESOLVED unanimously.		
124.5	<u>To consider making a contribution from reserves towards the solar panels grant application</u> After some discussion it was proposed by Cllr Pinter that a <u>£5,000</u> contribution should be made from Pavilion earmarked reserves. Seconded by Cllr Moore. RESOLVED unanimously.		
124.6	<u>To consider EAG request to include funding five more information boards in the 2024-25 budget</u> Proposed by Cllr Pinter that the quote of <u>£400</u> per board should be accepted and <u>£2,000</u> allocated in the 2024-25 budget for five boards. Seconded by Cllr Starling. RESOLVED unanimously.		
124.7	<u>To consider Connections quote for 2024-2 youth services</u> Proposed by Cllr Pinter that Connections quote of <u>£281</u> per session from 1 <sup>st</sup> April 2024 should be accepted. Seconded by Cllr Camilleri. RESOLVED unanimously.		
124.8	<u>To consider Personnel Committee recommendation that a mobile phone should be purchased for the Clerk to use for Parish Council business</u> Proposed by Cllr Starling that a mobile phone should be purchased. Seconded by Cllr Pinter. RESOLVED unanimously. Cllr Pinter will investigate options and liaise with the Clerk		
124.9	<u>To note Local Government Pay Award for 2023-24</u> Noted each salary point has been awarded a £1 per hour increase, backdated to 1 <sup>st</sup> April 2023. This will be included in the Clerk's December pay.		
23/125	<b>OPEN SPACES/RECREATION GROUND/ENVIRONMENT MATTERS</b> <u>To consider and approve Biodiversity policy.</u> Draft policy had been circulated. Cllr Camilleri suggested the following addition- 'Only purchasing trees and plants from companies that have a biosecurity policy' Proposed by Cllr Pinter that the policy should be approved with the addition included. Seconded by Cllr Starling. RESOLVED unanimously.		
23/126	RESOLVED unanimously that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting due to the commercially sensitive nature of the following matter:		
126.1	<u>To appoint preferred contractor to undertake 3G works, following the tender process completion and subject to receipt of grant funding.</u> Surfacing Standards Ltd tender report and recommendation had been circulated prior to the meeting. Proposed by Cllr Camilleri that <u>AS Sports Systems Ltd</u> should be appointed as the preferred contractor. Seconded by Cllr Bailey. RESOLVED unanimously. Clerk to inform Surfacing Standards Ltd. RESOLVED unanimously that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting due to the confidential nature of the following matter:		Clerk

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126.2	<p><i>Clerk left the meeting at 9.09pm</i></p> <p><u>To consider Personnel Committee recommendation regarding the Clerk's pay scale</u></p> <p>Proposed by Cllr Starling that the Parish Council should accept the Personnel Committee recommendation to move the Clerk one point up the National pay scale to SCP 36 with immediate effect. Seconded by Cllr Pinter. RESOLVED unanimously.</p> <p>RESOLVED unanimously that, the confidential business having been concluded, the press and public be re-admitted to the meeting.</p> <p><i>The Clerk rejoined the meeting at 9.14pm</i></p>	
23/127	<p><b>DATE OF NEXT MEETING</b></p> <p>Parish Council: Monday 11 December 2023, 7.30pm          Planning: Monday 27 November, 7.30pm – if required</p>	
	<p><b>The meeting was declared closed at 9.15pm</b></p>	

UNAPPROVED

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