

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 8 January 2024 at 7.30pm**

Agenda No:		Action
	Present: Cllrs D Reeves (Chair), T Starling (Vice Chair), S Moore, J Bailey, J Camilleri. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson. Dist Cllr N Warren-Green (part meeting). Dist Cllr T Bygott (part meeting). Absent: Cllr J Grove. No members of public.	
24/1	APOLOGIES FOR ABSENCE Cllr Pinter (personal)	
24/2	DECLARATIONS OF INTEREST None declared.	
24/3	PUBLIC OPEN SESSION No members of the public present.	
24/4	TO APPROVE MINUTES OF THE MEETING HELD 11 DECEMBER 2023 Approval proposed by Cllr Camilleri . Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair. <i>Cllr Bailey arrived at 7.35pm</i>	
24/5	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item ref 23/135.2 – Westwick 20mph scheme</u> – CCC officer is exploring options for the VAS which are too old to be reprogrammed for 20mph. Clerk to follow up. <u>Item ref 23/135.3 – 24-25 LHI</u> – application for one solar speed unit to be submitted before the 12 th of January deadline. <u>Item ref 23/137.1 – Free trees offer</u> – application submitted for one potted Silver Birch.	Clerk
24/6	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.)	
6.1	<u>County Councillor's report</u> Cllr Thompson reported on the following: <u>The Drift footway repair</u> – Highways manager will ask the contractor to fill the small depression left following repair works. <u>Dry Drayton Road</u> – surface dressing and grip fibre works will take place this summer. Contractor will undertake preparation pothole patching repairs in advance of this during week of 4 th March. <u>Flooding</u> – there had been 60 reports of highways and 12 reports of property flooding following recent heavy rain. The Parish Council had not been made aware of any residents that had been impacted. Cllr Thompson will post a note on OakyFolk asking people to report if they had been affected by flooding. Cllr Bailey stated that a wall surrounding one of the new balancing ponds near the SARW had partially collapsed. Cllr Thompson responded that the ponds are the responsibility of L&Q Estates (Phase 1 master planner) and ask him to report it online.	

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<p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><u>Gully cleaning</u> - programme completed in December. Cllr Moore reported that the gullies near his property in Longstanton Road are still blocked. He was asked to report this online and Cllr Thompson will follow it up.</p> <p><u>NHS Dentists</u> – Cllr Thompson will look into to a question raised about what action CCC will be taking act to address the lack of availability.</p> <p><u>District Councillors' reports</u> Cllr Warren-Green stated that SCDC had received lots of emails about flooding, but none from Oakington or Westwick. She asked the Parish Council to encourage residents to complete the 'How are we doing survey'. Cllr Bygott apologised for not proving a written report. He stated he would be happy to meet with interested parties to discuss options for long-term flooding resolution plans for the village.</p> <p><u>Parish Councillors reports</u> No reports.</p> <p><u>Clerk's report</u> <u>3G application</u> – responses to Football Foundation questions had been submitted on 20th December. Awaiting a response from their 'Technical Manager' regarding the requirement for floodlighting electrician assessment report. <u>Active Travel plans</u> – circulated CCC officer update on work done to try to secure funding Cambridge Road shared-use path widening. <u>Pavilion leaking guttering</u> – contractor has advised that the work needs to be undertaken in the spring as the sealant won't adhere in cold conditions. Clerk to follow up in March. <u>Pond bulrushes</u> – contractor will remove them on 9th February. EAG members to attend and supervise work. <i>Dist Cllrs Warren-Green and Bygott left the meeting at 8pm.</i></p>	<p>Clerk</p>
<p>24/7</p> <p>7.1</p> <p>7.2</p> <p>7.3</p>	<p>PAVILION MATTERS</p> <p><u>To consider request from Community Association to store Journals archive in the Pavilion</u> Proposed by Cllr Moore that the request should be approved with the condition that this is a 'closed' archive. Seconded by Cllr Starling. RESOLVED unanimously.</p> <p><u>To consider quote for MUGA light repairs</u> Clerk reported that the two lights on the cemetery side had failed on 11th December. Electrician had attended on 14th December and advised the issue may just be the bulbs but could be the control panel. Clerk asked him to quote to provide separate quotes; 1. To replace halogen bulbs. 2. To replace bulbs and control panel (if bulbs do not resolve issue). 3. To replace lighting with LEDs. Quotes had not yet been received due to supplier issue. Proposed by Cllr Moore that the Clerk should be given delegated authority in consultation with the Chair to accept a quote to get the lights working as soon as possible, preferably for LED replacements. Seconded by Cllr Starling. RESOLVED unanimously.</p> <p><u>To consider paying for a professional fire risk assessment</u> Building Safety Act 2022, Section 156 came into effect on 1st October 2023. This introduced new fire safety requirements including additional responsibilities for the role of 'Responsible Person', one of which is to ensure the person completing the fire risk assessment is 'competent' The Parish Council (as the building owner and the Pavilion Committee (as the building manager & employer) are both responsible for Pavilion fire risk. Noted that the Pavilion Committee undertakes an annual fire risk assessment but the Clerk</p>	

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	recommended that the Parish Council should pay for a separate professional assessment, in view of the possible penalties for non-compliance with the regulations. She had obtained three quotes from local professional fire risk assessment companies, ranging from £325 to £399 + VAT. Proposed by Cllr Camilleri that the Parish Council should pay for a professional fire risk assessment and Clerk should chose preferred company. Seconded by Cllr Bailey. RESOLVED unanimously.																																								
24/8	PLANNING MATTERS																																								
8.1	<u>Applications requiring a decision.</u> None received.																																								
8.2	<u>Applications to note only</u> Tree application: <u>23/1487/TTPO 16 -20 Church View</u> – various works to remove branches overhanging fence line.																																								
8.3	<u>Applications decisions received</u> None received.																																								
24/10	FINANCE MATTERS																																								
9.1	<u>To approve payment of outstanding accounts due</u> <table> <tr> <td>SSE Electric</td> <td>Street lighting energy</td> <td>19.10</td> </tr> <tr> <td>Sports Pavilion Comm.</td> <td>Youth MUGA sessions</td> <td>112.00</td> </tr> <tr> <td>Connections Bus Project</td> <td>Youth sessions Oct – Dec 23</td> <td>2200.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting Nov 23</td> <td>176.40</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1054.82</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>66.37</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>146.31</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>Homeshred UK</td> <td>Confidential waste sacks</td> <td>26.99</td> </tr> <tr> <td>Land Registry</td> <td>Rec title deeds and plan</td> <td>6.00</td> </tr> <tr> <td>Total</td> <td></td> <td>3840.99</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Bailey. Seconded by Cllr Moore. RESOLVED unanimously.</p>	SSE Electric	Street lighting energy	19.10	Sports Pavilion Comm.	Youth MUGA sessions	112.00	Connections Bus Project	Youth sessions Oct – Dec 23	2200.00	Brookfield Contracting	Grass cutting Nov 23	176.40	Salaries	Salaries	1054.82	Expenses	Expenses	30.00	HMRC	PAYE/NI	66.37	NEST	Pension	146.31	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Homeshred UK	Confidential waste sacks	26.99	Land Registry	Rec title deeds and plan	6.00	Total		3840.99	
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9.2	<u>To report on any income received</u> None received Total 0.00																																								
9.3	<u>To note bank reconciliation as at 1 January 2024.</u> Noted and bank statement checked against the reconciliation by Cllr Starling.																																								
9.4	<u>To retrospectively approve new 36 months contract with SSE for street lighting energy</u> Quote obtained for the three non-metered supplies for SCDC owned street lighting for period 1 January 2024 to 31 December 2026. The monthly cost will increase from approx. £20 including VAT to approx. £30-£40. As the renewal was due on 31 December 2023 the Clerk approved the quote following consultation with the Chair. Proposed by Cllr Starling that the 36-month contract SSE quote should be approved retrospectively. Seconded by Cllr Bailey. RESOLVED unanimously.																																								
9.5	<u>To consider entering into a mobile phone contract with EE</u> Cllr Pinter had researched various options and had obtained a 24-month contract quote from EE Business for a 10GB Nokia G42 5G which is compatible with Wi-Fi calling. Noted this is the lowest obtained for a business contract. Proposed by Cllr Starling that the quote of £19 per month (+ VAT) with a one-off																																								

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	payment of <u>£8.33</u> (+VAT) should be accepted. Seconded by Cllr Camilleri. RESOLVED unanimously.	
24/10	ADMINISTRATION MATTERS	
10.1	<u>To discuss methods of communicating with community</u> Chair handed out notes produced after his attendance on a CAPALC 'communication' training course. Currently the Parish Council uses the journal, e-mail list and Facebook to communicate with residents. Noted that OakyFolk Facebook is the best platform to reach the most people in the parish. After some discussion, it was agreed to start posting a brief summary on OakyFolk about items coming up on agenda and post meeting updates on actions agreed. Other communication options will be considered at a later date.	
10.2	<u>To discuss arrangements for Annual Parish Meeting</u> Various topics for speakers were discussed including water supply issues, sewerage pollution, drainage (Internal Drainage Board), flooding and biodiversity. Cllr Camilleri agreed to give some thought to a possible joint SOW/EAG presentation on their 'Nature Recovery' project. Cnty Cllr Thompson offered to make some enquiries about a possible speaker from Swavesey Internal Drainage Board.	Cllr Camilleri
24/11	DATE OF NEXT MEETING Parish Council: Monday 12 February 2024, 7.30pm. Planning: Monday 22 January 2024, 7.30pm – if required	
	The meeting was declared closed at 8.55pm	

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