

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 12 February 2024 at 7.30pm**

Agenda No:		Action
	Present: Cllrs D Reeves (Chair), T Starling (Vice Chair), J Bailey, J Grove, R Pinter, J Camilleri. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson (part meeting). Dist Cllr N Warren-Green (part meeting). Dist Cllr T Bygott (part meeting). One member of public. A minute's silence was held in memory of Mike Oakley, former Parish Council Chair.	
24/12	APOLOGIES FOR ABSENCE Cllr S Moore (personal) <i>Cllr Bailey arrived at 7.32pm</i>	
24/13	DECLARATIONS OF INTEREST None declared.	
24/14	PUBLIC OPEN SESSION Andrew Dennis (Flood Mitigation Group) had attended to hear any discussion on recent flooding.	
24/15	TO APPROVE MINUTES OF THE MEETING HELD 8 JANUARY 2024 Approval proposed by Cllr Starling. Seconded by Cllr Camilleri. RESOLVED unanimously. Minutes were signed by the Chair.	
24/16	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 advised the VAS are not reprogrammable to 20mph and will be removed when 20mph is installed. <u>Item ref 23/137.1 – Free trees offer</u> – Chair had planted Silver Birch on 2 nd February. <u>Item ref 24/7.3 - Pavilion Fire Risk Assessment</u> – Clerk and caretaker had met with the professional assessor this morning. His report will be issued within two weeks. Clerk to arrange an Electrical Installation Condition Report (EICR) on the building.	Clerk
24/17	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.)	
17.1	<u>County Councillor's report</u> Cllr Thompson updated on the following: <u>Private casework</u> – on school matters in relation to admissions and IVC bus. She also noted that IVC is planning to reduce the school year by six days and to give admissions priority to Girton Glebe children. <u>Northstowe SARW balancing ponds</u> – Homes England had been unable to find the location of the partially collapsed wall. She had asked them to contact Cllr Bailey direct for further information. <u>B1050 bridge repairs</u> – temporary repairs had been completed at the weekend. National Highways had been unable to establish the cause of the faults. They will be monitoring movement data for a period of 12 months.	

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<p>17.2</p> <p>17.3</p>	<p><u>Weed Control policy</u> – Clerk confirmed a CCC questionnaire had been received today.</p> <p><u>Northstowe SARW roundabouts</u> – Cllr Bailey reported that young people are driving on to them via an access gap and destroying the hard surface as well as pulling up the paving blocks and throwing them around. Cllr Thompson stated that this is an unadopted road and therefore Homes England are responsible for them. Noted there should be security monitoring the site 24/7.</p> <p><u>Station Road ditch</u> – clearance work had been completed by Homes England contractor. The pipes will be jetted by CCC.</p> <p><u>The Drift culvert</u> – Homes England contractor had stated he will likely schedule the work for May when ground conditions are drier.</p> <p><u>Mill Road Orchard lease renewal</u> – Homes England had reported it is with their legal people and should be issued shortly.</p> <p><u>Voi E-scooter & E-bikes trial</u> – DfT have asked to extend the trial for 2 years and offered trial areas the opportunity to extend their boundary to incorporate Oakington & Westwick (as well as Longstanton & Northstowe). The Parish Council’s opinion is sought on this. Clerk had requested confirmation of the deadline for a response.</p> <p><u>Flooding</u> – noted the fields in Westwick had completely flooded twice recently after heavy rain. Cllr Thompspon had received an email and photographs from a very concerned tenant. Noted that Environment Agency is responsible for Oakington Brook and Beck Brook and SCDC for the Histon drain. Cllr Bailey had also reported a large tree trunk that had fallen down months ago near the bridge at Gatehouse Road. EA had advised they would monitor it. He has reported it again 3 weeks ago as it is now acting as a dam. But no action had been taken.</p> <p>Cllr Thompson stated that all flood agencies are under extreme workload pressure currently due to the recent heavy rains.</p> <p>Therefore it was agreed to contact EA about Westwick flooding concerns in the spring when water levels will hopefully have subsided. Cllr Thompson also suggested trying to arrange a meeting with Histon, Girton, CCC and EA officers to discuss catchment flooding issues.</p> <p><u>District Councillors’ reports</u></p> <p>Cllr Warren-Green highlighted the Greater Cambridge Housing Strategy consultation which has a deadline of 3rd March.</p> <p>Cllr Bygott responded to questions on public transport investment solutions and how the required 10% biodiversity net gain in new planning applications will be ‘policed’. Cllr Warren-Green confirmed this will be included in the new local plan but she will try to speak to officers about it at the climate and biodiversity meeting this week.</p> <p><u>Parish Councillors reports</u></p> <p>Cllr Pinter - had stepped down as chair at the Community Association AGM, as had two other committee members. As no replacements had put themselves forward an open public meeting was called as required by their constitution. This meeting resulted in sufficient people coming forward to form a committee.</p> <p>Cllr Starling – TAG minutes had been circulated. Discussion included new batteries for the MVAS, bus strategy, Dry Drayton Road cycleway and potholes. TAG had recommended that a new Community Plan is undertaken.</p> <p>Cllr Camilleri – had attended the Arcadia Gardens orchard community wassail. He reported that the SOW repair café had been extremely successful with a large community turnout. 41 items were repaired, 10 recycled and 19 are awaiting spare parts. This had saved 89kg of waste and 907kg CO2.</p> <p>Chair – had attended EAG, TAG, CA AGM, CA open meeting and Pavilion Committee meeting.</p>	<p>Cllr Thompson</p>
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<p>17.4</p> <p>17.5</p>	<p>He had also undertaken play area checks, installed a ‘No Parking’ sign and planted the Silver Birch near the stump of the old Cherry tree.</p> <p><u>Community Orchards report</u> Year end report had been circulated. Brookfield had kindly delivered topsoil direct to the Rec orchard to enable new trees to be planted.</p> <p><u>Clerk’s report</u> <u>Archives</u> – upstairs storeroom files had been cleared with the help of Cllr Starling and 8 bags of confidential waste filled. Clerk to arrange a date for disposal and deposit archive material at the County Archives in Ely. <u>Pavilion CCTV</u> – had been serviced on 15th January. <u>Highways meeting</u> – rearranged for 23rd February due to LHO illness. <i>Member of public left the meeting at 8.32pm</i></p>	<p>Clerk</p>
<p>24/18</p> <p>18.1</p> <p>18.2</p>	<p>PAVILION MATTERS <i>Cllr Grove left the meeting at 8.35pm</i></p> <p><u>To consider quotes for MUGA lights repairs or replacement with LEDs</u> Clerk’s report has been circulated. Two quotes had been obtained to repair the faulty lights (New ballast in one column and new bulb in the other.) Three quotes and designs had been obtained to replace all four lights with new LEDs suitable for football (120 Lux). After some discussion it was proposed by Cllr Pinter that SJB Floodlighting Ltd quote of <u>£7,103</u> + VAT for 4 Philips T35 LED floodlights should be approved, subject to LED replacement lighting not requiring planning permission. Seconded by Cllr Bailey. RESOLVED unanimously.</p> <p><u>To report on Pavilion heating systems repairs and to retrospectively approve quote for works</u> Clerk’s report had been circulated. Works to install a new control centre (electrical manifold) and 9 actuators was completed on 25th January. The caretaker had reported that the heating system is now functioning correctly. Cllr Starling proposed retrospective approval of J Kilborn & Son quote of <u>£818.60</u> +VAT. Seconded by Cllr Camilleri. RESOLVED unanimously.</p>	
<p>24/19</p> <p>19.1</p> <p>19.2</p>	<p>RECREATION GROUND MATTERS</p> <p><u>To consider quotes for remedial work on play area junior multiplay unit</u> Clerk’s report had been circulated. The work required is to remove and replace an area of sunken wetpour and reinstate the two ladder posts, plus fit four new caps to posts which have some rot at the top. Three quotes had been obtained. Proposed by Cllr Pinter that Kettering Playsafe quote of <u>£831</u> + VAT should be approved. Seconded by Cllr Starling. RESOLVED unanimously.</p> <p><u>To consider instructing a contractor to undertake additional drainage works to resolve roadway flooding issue</u> Clerk’s report had been circulated. Four quotes had been received. Three contractors had suggested a different resolution option to the first contractor. The Clerk reported that after recent heavy rainfall she had observed that a section of the roadway near the height barrier had flooded but this had drained away after approximately 3 hours. Noted that there is no budget for additional drainage work, therefore general reserves would need to be used. After some discussion, it was agreed to monitor the situation and consider further drainage work at a later stage if it becomes necessary.</p>	

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24/20	PLANNING MATTERS	
20.1	<u>Applications requiring a decision.</u> None received.	
20.2	<u>Applications to note only</u>	
20.3	<u>Applications decisions received</u> <u>23/04322/LBC – Westwick Hall Farm – extend upper floor. Application withdrawn.</u>	
24/21	FINANCE MATTERS	
21.1	<u>To approve payment of outstanding accounts due</u>	
	Mead Construction Ltd Pond bulrushes removal 600.00	
	EE Ltd Mobile phone 24.28	
	Starboard Systems Ltd Scribe Accounts renewal 414.72	
	J Kilborn & Son Ltd Fault finding-pavilion heating 216.00	
	J Kilborn & Son Ltd Pavilion heating system repairs 1049.09	
	Vision ICT Website hosting & email accounts 480.16	
	Vision ICT Biennial fee for .gov.uk domain 78.00	
	D Reeves Refund – tree stakes 12.98	
	Salaries Salaries 1239.92	
	Expenses Expenses 15.00	
	HMRC PAYE/NI 187.72	
	NEST Pension 182.88	
	Multipay Charge Card	
	Lloyds Bank Monthly charge card fee 3.00	
	Gutter Centre Ltd Drainage channel grating 65.64	
	Value Products Ltd No parking, slippery surface signs 33.67	
	Total 4603.06	
	<u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Camilleri . RESOLVED unanimously.	
21.2	<u>To report on any income received</u>	
	Ivett & Reed Memorial application 140.00	
	RS Memorials Memorial application 140.00	
	Total 280.00	
21.3	<u>To note bank reconciliation as at 1 February 2024.</u> Noted and bank statement checked against the reconciliation by Cllr Pinter.	
24/22	DATE OF NEXT MEETING	
	Parish Council: Monday 11 March 2024, 7.30pm. Planning: Monday 26 February 2024, 7.30pm – if required.	
	The meeting was declared closed at 9.05pm	

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