

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 11 March 2024 at 7.30pm**

Agenda No:		Action
	Present: Cllrs D Reeves (Chair), T Starling (Vice Chair), J Bailey, J Grove, S Moore, R Pinter, J Camilleri. Clerk: L Lawrence. In attendance: Dist Cllr N Warren-Green (part meeting). Dist Cllr T Bygott (part meeting). One member of public.	
24/23	APOLOGIES FOR ABSENCE Cnty Cllr F Thompson.	
24/24	DECLARATIONS OF INTEREST None declared.	
24/25	PUBLIC OPEN SESSION Andrew Dennis (Flood Mitigation Group) reported that his Environment Agency contact retires this month but Cnty Cllr Thompson had been given details of an EA contact who will hopefully be willing to attend a meeting to discuss Westwick flooding concerns. To that end Cllr Thompson will send the contact Andrew's report on the condition of Beck Brook at Westwick. The Chair of Cottenham Parish Council had invited the PC to send an observer to their reinstated Cottenham Flood Forum on 4 th April. Both Andrew and the Chair will attend.	
24/26	TO APPROVE MINUTES OF THE MEETING HELD 12 FEBRUARY 2024 Approval proposed by Cllr Grove. Seconded by Cllr Camilleri. RESOLVED unanimously. Minutes were signed by the Chair.	
24/27	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item ref 24/18.1</u> – LED floodlighting had been ordered. Subsequently the 3G funding body had asked for a structural engineer report on the lighting columns, possible electrical report and an existing lights spillage report. The working group is following up on these requests. <u>Item ref 24/19.1</u> – works to play area junior multiplay unit had been completed on 26 th February.	
24/28	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.) 28.1 <u>County Councillor's report</u> Cllr Thompson has sent her apologies. Clerk to ask her for an update on her Full Council request for parish councils to be able to comment/share local knowledge on suggested bus routes with the CPCA. 28.2 <u>District Councillors' reports</u> Cllr Bygott highlighted the Housing Strategy for Greater Cambridge consultation in his report. Cllr Warren-Green updated on the following: Following the appointment of a new Environmental Enforcement officer, a Girton resident had just been fined for fly-tipping.	Clerk

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28.3	<p>Good Friday bin collections will take place four days early on 25th March. She will send through data on the impact of the 4-day week on bin collections when available.</p> <p><u>Parish Councillors reports</u> The Chair, Cllr Moore and Cllr Grove had attended the funeral of the former PC Chair, Mike Oakley. Cllr Bailey – reported that a car had been fined for parking in Longstanton Road on the section where the yellow lines had been blacked out. Clerk to report to Highways that the lines are starting to show through again. Cllr Pinter – deadline for next journal edition is 19th March. Cllr Moore – had attended a village day meeting which had not been particularly successful. Due to a lack of volunteers to help it is unclear if village day will go ahead this year. Another meeting had been arranged for 19th March. Chair – had cleaned graffiti from play equipment and mended a vandalised bench. He had also attended a 3G application working group meeting with the Clerk.</p>	Clerk
28.4	<p><u>Anti-social behaviour</u> There had been increased reports of noisy motorbikes regularly being ridden through the village late a night, illegally along the airfield road, Busway track and on land at Westwick. The issue had also been reported by Longstanton residents and was discussed at their last PC meeting. Noted that the PC has no powers in this respect and incidents should be reported to the police. It was suggested that residents also complete the Community Policy survey to highlight how much of an issue it is. Cllr Warren-Green stated that the police will patrol if notified of the specific timings and details of the routes taken. Clerk to report the greyed-out cars and motorbikes prohibited signs on the airfield road.</p>	Clerk
28.5	<p><u>Clerk's report</u> Cllr Starling and Clerk had attended the quarterly Highways meeting via Teams on 23rd February. Discussion included The Drift footway repair, High Street footway condition, traffic lights sensor fault, Longstanton Road potholes and memorial bench. The Annual Pathfinder March will take place on 8th June.</p>	
24/29	<p>HIGHWAYS MATTERS</p>	
29.1	<p><u>To consider response to consultation on resumption of chemical weed spraying from May 2024</u> Proposed by Cllr Bailey that the parish should be included in the chemical weed management program for 2024 onwards. Seconded by Cllr Moore. RESOLVED unanimously. Clerk to submit comments/questions on the method used (could the spray be more focused to stop spread?) and type of pesticide used (has CCC considered vinegar as an alternative?)</p>	
29.2	<p><u>To note possible extension of Voi e-bikes and e-scooters pilot area to include Oakington & Westwick</u> Comments received via Facebook and email had been submitted to SCDG. Majority were in favour of the trial area being extended. Noted there would be a full consultation at a later date.</p>	
29.3	<p><u>To note plan to replace crossroads traffic signal equipment and install an indicative right turn from Dry Drayton Road into Cambridge Road.</u> Noted that this work is scheduled to take place in early June, hopefully to coincide with Dry Drayton Road surface dressing.</p>	
24/30	<p>PAVILION MATTERS</p>	
30.1	<p><u>To note completion of professional fire risk assessment and actions to be taken</u></p>	

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<p>30.2</p> <p>30.3</p>	<p>Risk assessment and Clerk's working document had been circulated prior to the meeting. Clerk outlined the key actions required. The majority should be completed within the next two months.</p> <p><u>To consider quotes for an Electrical Installation Condition Report (EICR)</u> Six quotes had been obtained. Proposed by Cllr Starling that Cambridge Electrical Services Ltd quote of <u>£579.20 + VAT</u> should be approved. Seconded by Cllr Grove. RESOLVED unanimously.</p> <p>Clerk reported that Cambridge Electrical will do PAT at the same time free of charge.</p> <p><u>To consider requesting a free framed portrait of His Majesty the King for the pavilion meeting room</u> Proposed by Cllr Grove that a free framed portrait should be ordered. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	
<p>24/31</p> <p>31.1</p> <p>31.2</p>	<p>RECREATION GROUND/OPEN SPACES MATTERS</p> <p><u>To consider quote for cutting back four cemetery Yews</u> Proposed by Cllr Pinter that Brookfield Contracting's quote of <u>£450 + VAT</u> should be approved. Seconded by Cllr Camilleri. RESOLVED unanimously.</p> <p><u>To consider authorising the Clerk to sign a new 5-year lease for Mill Road community orchard</u> Proposed by Cllr Bailey that the Clerk should sign the new 5-year lease. Seconded by Cllr Camilleri. RESOLVED unanimously.</p>	
<p>24/32</p> <p>32.1</p>	<p>COMMUNITY MATTERS</p> <p><u>To consider discussing a possible review of community led plan with village groups</u> The local groups created from the original community plan (2014-2018) had suggested that a new village survey should be undertaken to establish a direction on the way forward for their groups. Noted that they had a completed a huge amount of work over the years and much of that work would have fallen to the PC had they not been established.</p> <p>Cllr Pinter highlighted the requirement to have a budget and a bank account to run key events such as village day, bonfire night and also the journal. Managing this is quite demanding for the CA treasurer.</p> <p>After a lengthy discussion it was agreed that the Chair would include a note on a possible review of the community led plan in his next journal report and an item would be included on the 22nd April Annual Parish Meeting agenda.</p> <p><i>Cllr Grove left the meeting at 8.30pm.</i></p>	
<p>24/33</p> <p>33.1</p> <p>33.2</p> <p>33.3</p>	<p>PLANNING MATTERS</p> <p><u>Applications requiring a decision.</u> <u>24/00742/HFUL – Honeysuckle House, Station Road, Westwick</u> Single storey front extensions. RESOLVED to make no recommendation and no comments.</p> <p><u>Applications to note only</u> <u>24/0271/TTCA -Oakington Primary School – Water Lane</u> Tree works -White Poplar pollard, Field Maple crown reduce.</p> <p><u>Applications decisions received</u> <u>23/04270/FUL -Land north of Station Road, Oakington – electricity substation.</u> Notification of planning delegation meeting refusal to refer application to planning committee as requested by parish council.</p>	
<p>24/34</p> <p>34.1</p>	<p>FINANCE MATTERS</p> <p><u>To approve payment of outstanding accounts due</u> SSE Electricity Street lighting 1.12.23-31.12.23 19.73</p>	

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	EE Ltd	Mobile phone	22.80	
	Prestige Fire Safety Ltd	Pavilion fire risk assessment	414.00	
	Sports Pavilion Committee	Caretaker PC duties 23-24	324.00	
	Connections Bus Project	Youth sessions Jan-Feb 24	1650.00	
	Oakington Garden Centre	Containers planting 2023	684.00	
	Kettering Playsafe Ltd	Multi-play unit repairs	997.20	
	Salaries	Salaries	1054.82	
	Expenses	Expenses	15.00	
	HMRC	PAYE/NI	66.37	
	NEST	Pension	146.31	
	Multipay Charge Card			
	Lloyds Bank	Monthly charge card fee	3.00	
	Amazon	2 x MVAS batteries	103.98	
	Amazon	MVAS battery charger	17.99	
	Amazon	Stationery	7.99	
	Zoom Video Comm Inc	Zoom Pro	155.88	
	Urban Hygiene Ltd	Graffiti remover spray	22.28	
	Identity Destruction Ltd	Confidential waste disposal	84.99	
	Simply Extinguishers Ltd	Co2 extinguisher and sign	40.78	
	Total		5831.12	
	<u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Pinter. RESOLVED unanimously.			
34.2	<u>To report on any income received</u>			
	Ivett & Reed	Memorial application	140.00	
	R Stebbings Funerals	Interment fee	200.00	
	Total		340.00	
34.3	<u>To note bank reconciliation as at 1 March 2024.</u>			
	Noted and bank statement checked against the reconciliation by Cllr Bailey.			
24/35	DATE OF NEXT MEETING			
	Parish Council: Monday 8 April 2024, 7.30pm.			
	Planning: Monday 25 March 2024, 7.30pm – if required.			
	The meeting was declared closed at 8.40pm			

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