

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

| Agenda No: | | Action |
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| | Present: Cllrs D Reeves (Chair), T Starling (Vice Chair), J Bailey, 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). 5 members of the public. | |
| 24/36 | APOLOGIES FOR ABSENCE Cllr S Moore (personal), Cllr R Pinter (personal), Cllr J Grove (personal) | |
| 24/37 | DECLARATIONS OF INTEREST None declared. | |
| 24/38 | PUBLIC OPEN SESSION Andrew Dennis (FMG) provided an update on the <u>Cottenham Flood Forum</u> held on 5 th April. (The Parish Council had been invited as an observer by Cottenham Parish Council.) The meeting was chaired by Anthony Browne, MP. Internal Drainage Boards, SCDC Drainage and Shared Planning officers attended. But the CCC (lead flood authority) was not represented and there was no representative from the EA who could deal with local issues such as maintenance of Main Rivers. The discussion focused on surface water and foul water issues relevant to Cottenham. A local farmer was convinced that Beck Brook is in an 'atrocious condition' particularly the upstream section to Westwick and the downstream section from Cottenham to the Old West with little or no desilting for years. It was concluded that future forums should widen the discussions with a catchment-based approach. The four other members of the public (including two TAG members) had attended to speak about the <u>village bus service</u> (agenda item 24/42.1) One resident highlighted the correspondence he had had with Anthony Browne, MP regarding the reduced daytime service to hourly, poor reliability with regular delays and cancellations at no notice as well as the complete lack of an evening service. The response from Stagecoach MD to Mr Browne had been very disappointing and he thought Mr Browne had passed the buck to Cambs & Peterborough Combined Authority. The resident noted that CPCA had increased its precept by almost 200% to fund other bus routes and subsidise fares for under 25s. CPCA route changes are due to be finalised by the end of the year and he urged the Parish Council to make a strong representation for the reinstatement of at least a limited number of evening services to and from Cambridge. Jim Bryant (TAG Chair) stated that TAG had put together a bus strategy which had been submitted to the CPCA mayor, namely revert C6 service to a half hourly daytime service, reinstate the C5 evening service and provide a new Cottenham to Bar Hill via Oakington minibus service. Mayor had responded that all ideas would be collated for future consideration if funding becomes available. Another resident endorsed the comments already made and stated that the Busway is not a suitable option for those with disabilities. He had also been impacted by no notice bus cancellations and delays. He felt that people would use the bus more if they provided a proper reliable service and asked the Parish Council to take up the issues raised. | |

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| 24/39 | TO APPROVE MINUTES OF THE MEETING HELD 11 MARCH 2024 Approval proposed by Cllr Starling Seconded by Cllr Camilleri. RESOLVED unanimously. Minutes were signed by the Chair. | |
| 24/40 | MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item 28.3 – Yellow Lines, Longstanton Road.</u> Clerk had reported that the black paint covering the lines had worn away. Cycleway project officer confirmed she would instruct the contractor to paint over them again. | |
| 24/41 | TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.) | |
| 41.1 | <u>County Councillor's report</u> Cllr Thompson reported that works will be undertaken to repair the Bar Hill bridge humps in May. CCC had not been invited to talks by the government on the 'Case for Cambridge', but she understood that discussions would take place soon. The Chair welcomed the Nature Recovery strategy. | |
| 41.2 | <u>District Councillors' reports</u> Cllr Warren-Green reported that SCDC is very keen to have local involvement in planning but she wondered what would be the best way to get people involved? It was suggested that she includes a piece on this in her next Journal report. Chair noted that the new Local Plan timetable had slipped due to lack of water availability, failure to deliver a sustainable transport strategy and the government's demand for 150,000 plus new homes. Cllr Bygott stated that he previously had spoken to Stagecoach about the lack of coordination between the Busway times and the London train times. They had been unable to resolve this due to a requirement to give 72 days' notice of rail timetable changes which Stagecoach said could result in any bus service amendments being out of sync with trains again. He had also suggested a 'turning circle' for at the Busway for the C6 service when he was a Girton district councillor. Chair commented that the plan for a 'hub' there seems to have been shelved. Regarding local involvement in planning, Cllr Bygott stated that a lot of people find out about planning applications via the notices posted on telegraph poles and suggested this process should be retained. | |
| 41.3 | <u>Parish Councillors reports</u> Cllr Camilleri had restaked one Rec tree and pruned some others. Chair had repaired the basketball area drainage channel, unblocked the drain under the Pavilion outside tap and installed a new 'Fire Assembly Point' sign at the play area. He had also attended the SCDC Parish Forum which mainly focused on drainage and awarded watercourses. | |
| 41.4 | <u>Clerk's report</u> Under delegated authority the Clerk, following consultation with the Chair, had accepted a quote of <u>£460 + VAT</u> from CPS Ltd to undertake the Pavilion boilers service. 100% small business rate relief had been granted for the cemetery. Subsequently, the Clerk had received a VOA non-domestic rating request for information on the cemetery. This has been completed and submitted. Noted that the Northstowe half-marathon will take place on 14 th April and come through the village via The Drift and Longstanton Road. OWN's Big Lunch will take place on Sunday 2 nd June. | |

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| 24/42 | <p>HIGHWAYS & TRANSPORT MATTERS</p> <p>42.1 <u>To consider writing to Stagecoach to request reinstatement of the village evening bus service</u> Chair commented that Stagecoach is obviously a commercial business and its MD had stated in his response to our MP that the current service is losing £20,000 per year on overall costs. The Parish Council only has the power to fund a community bus service provided on a not-for-profit basis or make grants towards the cost of a service wholly or mainly for the elderly or disabled. Cllr Thompson was invited to comment. She stated that she had previously arranged regular meetings with Stagecoach to discuss local bus issues but no-one had turned up to the last meeting. She has a meeting arranged with Stagecoach MD, Darren Roe for 19th April and will discuss the C5,C6 and Busway services with him. Corinne Garvie, Girton District Councillor is also working on bus issues on behalf of Girton PC. Cllr Thompson would be happy to get regular meetings reinstated and would like to include the CPCA on those. After further discussion, it was proposed by the Chair that the Parish Council should write to Stagecoach detailing the service issues experienced and ask them to reinstate the evening bus service. Seconded by Cllr Bailey. RESOLVED unanimously. Chair to draft a letter to be circulated for comments. <i>Four members of the public left the meeting.</i></p> | |
| 24/43 | <p>PAVILION MATTERS</p> <p>43.1 <u>To note unsuccessful Cambridgeshire Priorities grant application for solar panels.</u> Cllr Thomspson reported that only 26 applications out of 94 had been successful. With a view to the Parish Council exploring alternative options, the Clerk will attend a Zero Carbon Communities webinar on 24th April and a Green Business Impact Programme webinar on 18th April.</p> <p>43.2 <u>To receive an update on 3G surface funding application.</u> The Football Foundation project officer had signed off the application and submitted it to the panel on 26th March. The decision should be forthcoming shortly.</p> <p>43.3 <u>To receive an update on MUGA LED lighting</u> LED lighting had been installed today and is fully functioning. Under delegated authority, following consultation with the Chair, the Clerk had accepted a quote of <u>£185 + VAT</u> for a new timer which will be installed this week when the Lux level test is undertaken. Proposed by Cllr Bailey that the final invoice should be paid within the 28-day terms, should that fall between meetings. Seconded by Cllr Camilleri. RESOLVED unanimously.</p> <p>43.4 <u>To consider quote for electrical work following completion of EICR and PAT.</u> EICR had identified two Category 2 faults in relation to the water softener sockets. Cambridge Electrical had not yet provided a repair quote. Clerk to follow up.</p> | Clerk |
| 24/44 | <p>RECREATION GROUND/OPEN SPACES MATTERS</p> <p>44.1 <u>To consider tree condition survey quotes</u> Three quotes had been received. Proposed by Cllr Camilleri that Mercer Trees Surgery Ltd quote of <u>£575.00 + VAT</u> should be approved, subject to confirmation that they will provide a 'paper' report as well as digital plan. Seconded by Cllr Starling. RESOLVED unanimously.</p> <p>44.2 <u>To consider funding a new base for donated bench to be installed on land next to bus shelter opposite village sign.</u></p> | |

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| | Proposed by Cllr Starling that Brookfield Contracting quote of <u>£450 + VAT</u> to install the bench on a new concrete base should be approved. Seconded by Cllr Camilleri. RESOLVED unanimously. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/45 | PLANNING MATTERS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45.1 | <u>Applications requiring a decision</u> None received. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45.2 | <u>Applications to note only</u> None received. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 45.3 | <u>Applications decisions received</u> None received. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/46 | FINANCE MATTERS | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 46.1 | <u>To approve payment of outstanding accounts due</u> <table border="0"> <tr> <td>SSE Electricity</td> <td>Street lighting energy 1.1.24-31.1.24</td> <td>28.59</td> </tr> <tr> <td>EE Ltd</td> <td>Mobile phone</td> <td>22.80</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Quarterly current account fee</td> <td>18.00</td> </tr> <tr> <td>Connections Bus Project</td> <td>January – February 24 sessions</td> <td>1100.00</td> </tr> <tr> <td>Cambridge Electrical Ltd</td> <td>Pavilion, EICR & PAT</td> <td>695.04</td> </tr> <tr> <td>EEAOP</td> <td>Rec orchard fruit trees</td> <td>178.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1056.03</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>15.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>65.16</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>Gardening Express</td> <td>2 x Viburnum for seating areas</td> <td>126.97</td> </tr> <tr> <td>Bright Software Ltd</td> <td>Brightpay payroll 24-25</td> <td>94.80</td> </tr> <tr> <td>Value Products Ltd</td> <td>Fire safety signs</td> <td>90.66</td> </tr> <tr> <td>Total</td> <td></td> <td>3640.36</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Bailey. RESOLVED unanimously.</p> | SSE Electricity | Street lighting energy 1.1.24-31.1.24 | 28.59 | EE Ltd | Mobile phone | 22.80 | Unity Trust Bank | Quarterly current account fee | 18.00 | Connections Bus Project | January – February 24 sessions | 1100.00 | Cambridge Electrical Ltd | Pavilion, EICR & PAT | 695.04 | EEAOP | Rec orchard fruit trees | 178.00 | Salaries | Salaries | 1056.03 | Expenses | Expenses | 15.00 | HMRC | PAYE/NI | 65.16 | NEST | Pension | 146.31 | Multipay Charge Card | | | Lloyds Bank | Monthly charge card fee | 3.00 | Gardening Express | 2 x Viburnum for seating areas | 126.97 | Bright Software Ltd | Brightpay payroll 24-25 | 94.80 | Value Products Ltd | Fire safety signs | 90.66 | Total | | 3640.36 | |
| SSE Electricity | Street lighting energy 1.1.24-31.1.24 | 28.59 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| EE Ltd | Mobile phone | 22.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Unity Trust Bank | Quarterly current account fee | 18.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Connections Bus Project | January – February 24 sessions | 1100.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Cambridge Electrical Ltd | Pavilion, EICR & PAT | 695.04 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| Salaries | Salaries | 1056.03 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
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| NEST | Pension | 146.31 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Multipay Charge Card | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Lloyds Bank | Monthly charge card fee | 3.00 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Gardening Express | 2 x Viburnum for seating areas | 126.97 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Bright Software Ltd | Brightpay payroll 24-25 | 94.80 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Value Products Ltd | Fire safety signs | 90.66 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | 3640.36 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 46.2 | <u>To report on any income received</u> <table border="0"> <tr> <td>HMRC</td> <td>VAT reclaim 1.12.23-29.2.24</td> <td>1041.17</td> </tr> <tr> <td>Total</td> <td></td> <td>1041.17</td> </tr> </table> | HMRC | VAT reclaim 1.12.23-29.2.24 | 1041.17 | Total | | 1041.17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| HMRC | VAT reclaim 1.12.23-29.2.24 | 1041.17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| Total | | 1041.17 | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 46.3 | <u>To consider renewing CAPALC affiliation and Data Protection Officer scheme</u> Proposed by Cllr Bailey that CAPALC 24-25 affiliation fee of <u>£502.93</u> and Data Protection Officer scheme of <u>£50</u> should be approved. Seconded by Cllr Starling. RESOLVED unanimously. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| 24/47 | DATE OF NEXT MEETING Parish Council: Monday 13 May 2024, 7.30pm. Planning: Monday 22 April 2024 (immediately after Annual Parish Meeting) – if required. | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |
| | The meeting was declared closed at 8.40pm | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | | |

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2416