

**Minutes of the Annual Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 13 May 2024 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs D Reeves, T Starling, S Moore, R Pinter, J Camilleri. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson (part meeting), Dist Cllr T Bygott (part meeting) No members of the public.	
24/48	<b>TO ELECT A CHAIR</b>  Cllr Reeves proposed as Chair by Cllr Moore. Seconded by Cllr Pinter. RESOLVED unanimously. Chair signed Declaration of Acceptance of Office.	
24/49	<b>TO ELECT A VICE-CHAIR</b>  Cllr Moore proposed as Vice-chair by Chair. Seconded by Cllr Pinter. RESOLVED unanimously.	
24/50	<b>APOLOGIES FOR ABSENCE</b>  Cllr J Bailey (personal), Cllr J Grove (personal), Dist Cllr Warren-Green.	
24/51	<b>DECLARATIONS OF INTEREST</b>  None declared.	
24/52	<b>PUBLIC OPEN SESSION</b>  No members of the public present.	
24/53	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 8 APRIL 2024</b>  Approval proposed by Cllr Starling. Seconded by Cllr Pinter. RESOLVED unanimously. Minutes were signed by the Chair.	
24/54	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 22 APRIL 2024</b>  Approval proposed by Cllr Pinter. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
24/55	<b>MATTERS ARISING FROM THE PREVIOUS MEETINGS, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>Item ref 24/42.1 – Bus service letter</u> – Stagecoach MD had responded that they would need to see evidence of demand for an evening service, especially sufficient numbers to justify the additional costs and journey time. They would be prepared to be part of a trial as long as that additional service provision is funded for the duration of the trial. Noted this would need to be paid for by CPCA. Cnty Cllr Thompson stated she would be happy to facilitate a meeting with Girton PC and other interested parties, but it would require community engagement first to try to establish how many people would actually use an evening service. There is currently no evidence of sufficient demand. Chair will include a note on this in his next journal report. <u>Item ref 24/43.2 – 3G surface</u> – carpet had been ordered. It is possible works will commence week of 27 <sup>th</sup> May. <u>Item ref 24/43.3 – MUGA LED lighting</u> – lighting and new timeclock installed in April. Contractor had supplied Lux level readings and EICR reports.	Chair

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24/56	<b>TO RECEIVE REPORTS</b>	
56.1	<p><u>County Councillor's report</u> Cllr Thompson updated on the following: <u>Mansell Wood bridge – broken slat</u> - reported to County Farms and 'bridges' team. <u>Bar Hill bridge works</u> – completed during weekend of 10-12 May. <u>Upcoming Oakington roadworks</u> – full list of works due to commence from 3 June posted on Facebook with contact information. She will also include a separate item in the next journal on them.</p>	
56.2	<p><u>District Councillors report</u> Cllr Bygott apologised for not being able to attend the APM. His annual report was accepted for this meeting. He had received a complaint about speeding along the new Northstowe roads. Cllr Thompson stated there had been very many complaints. This is not adopted highway and therefore Homes England are responsible for them. However, she urged residents to report all criminal behaviour issues to the police.</p>	
56.3	<p><u>Parish Councillors reports (verbal)</u> Cllr Camilleri had reported a Westwick BT junction box issue. Chair reported that had been a few minor ASB incidents at the Rec, including removal of basketball area drainage channel covers which are no longer possible to source. <i>Cllrs Thompson &amp; Bygott left the meeting at 7.55pm</i></p>	
56.4	<p><u>Clerk's report</u> Confidential waste had been collected and waste disposal note received. Journal archive filing cabinet had been moved to the PC storeroom. Pavilion boiler service had been completed.</p>	
24/57	<b>TO ELECT MEMBERS OF THE PERSONNEL COMMITTEE AND REVIEW ITS TERMS OF REFERENCE</b>	
	<p>Proposed by Cllr Starling that the following councillors should be elected to the Personnel Committee for 2024-25; Cllrs Starling, Pinter, Moore, Camilleri and either Cllr Bailey or Cllr Grove co-opted when they are available. Seconded by Cllr Moore. RESOLVED unanimously. Terms of reference were approved without amendment. Clerk to call a Personnel Committee meeting where a chair will need to be elected and a date set to undertake the Clerk's annual appraisal.</p>	Clerk
24/58	<b>TO APPOINT MEMBER REPRESENTATIVES ON OTHER PARISH GROUPS</b>	
	<p>Proposed by Cllr Moore, seconded by Cllr Camilleri and RESOLVED unanimously to appoint the following: Environment Action Group (EAG) – Chair Transport Action Group (TAG) – Cllr Starling Oakington &amp; Westwick Neighbours (OWN) – Cllr Grove Pavilion Management Committee – Chair &amp; Cllr Moore (reserve) Community Association – Cllr Pinter. Noted that although Cllrs Grove and Bailey are Oakington Charities trustees, the charities are nothing to do with the PC.</p>	
24/59	<b>TO APPOINT MEMBERS WITH SPECIFIC AREAS OF RESPONSIBILITY</b>	
	<p>Proposed by Cllr Moore, seconded by Cllr Starling and RESOLVED unanimously to appoint the following: Northstowe – Cllr Moore Recreation Ground/Cemetery/play area – no councillor. Agreed this should come under auspices of the fortnightly play area checks.</p>	

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	Trees – Cllr Grove & Cllr Camilleri Youth provision – Cllr Moore	
24/60	<b>PLANNING MATTERS</b>	
60.1	<u>Applications requiring a decision</u> <u>24/01379/HFUL &amp; 24/01380/LBC – 56 High Street</u> Retention and rebuilding of chimney stack to RHS edge of property. Unanimously RESOLVED to make no recommendation and no comments.	
60.2	<u>Applications to note only</u> <u>24/00742/HFUL – Honeysuckle House, Station Road.</u> Application withdrawn.	
60.3	<u>Applications decisions received.</u> None received.	
24/61	<b>PAVILION/MUGA MATTERS</b>	
61.1	<u>To consider applying for a Zero Carbon Communities or Rural England Prosperity Fund grant.</u> After a lengthy discussion it was decided there was insufficient time to obtain the required number of solar panels quotes for the ZCC deadline this year. Instead an application will be made to the Rural England Prosperity Fund if/when the next round is launched later this summer.	
61.2	<u>To consider funding new goals for the 3G</u> Two quotes had been received to date. Proposed by Cllr Camilleri that the goals should be funded and the Clerk should be given delegated authority to accept the lowest of three quotes. Seconded by Cllr Moore. RESOLVED unanimously.	
24/62	<b>HIGHWAYS MATTERS</b>	
62.1	<u>To consider writing to Highways about the short 60mph stretch on Gatehouse Road</u> Girton PC Chair had highlighted that due to the recent change in the Histon speed limits, there is now a 40mph stretch on the road at the Histon end. Upcoming changes will see a 40mph stretch and then a 30mph ‘buffer’ zone at the Oakington/Girton end. This will leave a very short 60mph stretch in the middle. Proposed by Cllr Moore and seconded by Cllr Starling that the Chair should write to Highways to ask that the 60mph stretch is changed to 40mph on the basis of safety and unnecessary vehicle emissions from accelerating and braking. RESOLVED unanimously.	Chair
24/63	<b>FINANCE MATTERS</b>	
63.1	<u>To approve payment of outstanding accounts due</u> SSE Electric Street lighting energy 1.2.24-29.2.24 26.76 SSE Electric Street lighting energy 1.3.24-31.3.24 28.62 EE Mobile 11.4.24-10.5.24 24.60 CAPALC Affiliation 23-24 & DPO fee 552.93 SJB Floodlighting Ltd LED lighting & timeclock MUGA 8745.60 Brookfield Contracting Grass cutting, March 24 564.00 Brookfield Contracting Grass cutting, April 24 570.00 D Reeves Chair’s allowance 2023-24 200.00 ICCM Membership 24-25 100.00 CPRE Membership 24-25 36.00 O&W Sports Pav Comm. Youth MUGA use contribution 104.00 Salaries Salaries 1246.67 Expenses Expenses 15.00 HMRC PAYE/NI 180.97	

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	NEST Pension	182.88
	<b>Multipay Charge Card</b>	
	Lloyds Bank Monthly charge card fee	3.00
	Total	12581.03
	<u>Approval proposed by Cllr Pinter. Seconded by Cllr Starling . RESOLVED unanimously.</u>	
63.2	<u>To report on any income received</u>	
	South Cambs DC Precept 24/A	34565.00
	Total	34585.00
63.3	<u>To approve <b>2023-24</b> accounts</u>	
	Full accounts were circulated prior to the meeting. Clerk went through the bank reconciliation, Statement of Accounts, Income & Expenditure accounts, with earmarked reserves at £92,936 and general reserves at £25,265.	
	Approval proposed by Cllr Starling. Seconded by Cllr Moore . RESOLVED unanimously.	
63.4	<u>To approve Annual Governance &amp; Accountability Return (AGAR) Section 1- <b>Annual Governance Statement 2023-24</b></u>	
	Each item was considered in turn and agreed as 'Yes'. Approval of Annual Governance Statement proposed by Cllr Moore. Seconded by Cllr Camilleri. RESOLVED unanimously.	
63.5	<u>To approve AGAR Section 2 – <b>Accounting Statements 2023-24</b></u>	
	Accounting Statements signed by the Clerk (RFO) had been circulated. Clerk stated these are produced on a Receipts & Payments basis. Approval proposed by Cllr Moore. Seconded by Cllr Camilleri. RESOLVED unanimously.	
63.6	<u>To agree dates for the period for the period of Public Rights and publication of Unaudited Annual Governance &amp; Accountability Return</u>	
	On recommendation of the Clerk, it was proposed by Cllr Pinter that the period should be from 3 June 2024 to 12 July 2024. Seconded by Cllr Moore RESOLVED unanimously.	
63.7	<u>To approve transfer of funds from current account to 95-day notice saver</u>	
	Proposed by Cllr Starling that notice should be given to transfer £20,000 from the 95-day account to the current account. Seconded by Cllr Moore . RESOLVED unanimously. Clerk to diary to cancel the transfer if the funds are not required.	
63.8	<u>To review insurance and assets register to ensure adequate cover in place.</u>	
	Proposed by Cllr Pinter that no changes should be made to the insurance cover. Seconded by Cllr Starling. RESOLVED unanimously. Clerk to query the £48,000 war memorial cover and no cover for CCTV equipment.	
63.9	<u>To appoint an internal auditor for 2023-24</u>	
	Proposed by Cllr Camilleri that LGS Services should be appointed as internal auditor for 2024-25 Seconded by Cllr Moore. RESOLVED unanimously. Noted that the fee will be approx. £185 + VAT.	
63.10	<u>To review fees charged for 2024-25</u>	
	Proposed by Cllr Pinter that the tennis courts rental fee should be reinstated at £200 for 2024-25 and all other fees should remain unchanged. Seconded by Cllr Starling. RESOLVED unanimously.	
63.11	<u>To agree level of Chairman's allowance for 2024-25</u>	
	Proposed by Cllr Moore that this should remain at <u>£200</u> . Seconded by Cllr Camilleri. RESOLVED unanimously.	
63.12	<u>To review and approve Councillors as bank signatories on all bank accounts</u>	
	Proposed by Cllr Moore that the bank signatories should remain as Cllrs Reeves, Starling, Grove, Bailey and Moore and that Cllr Camilleri should be added as a new signatory. Seconded by Cllr Starling. RESOLVED unanimously.	

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24/64	<b>ADMINISTRATION MATTERS</b>	
66.1	<u>To review and approve Standing Orders</u> On recommendation of the Clerk, it was proposed by Cllr Pinter that no changes should be made to Standing Orders. Seconded by Cllr Starling. RESOLVED unanimously.	
64.2	<u>To review and approve Risk Assessment</u> Proposed by Cllr Pinter that the Risk Assessment should be approved as amended. Seconded by Cllr Starling. RESOLVED unanimously.	
64.3	<u>To review and approve Freedom of Information Publication Scheme</u> Proposed by Cllr Pinter that the FOI publication scheme should be approved as amended. Seconded by Cllr Starling. RESOLVED unanimously.	
64.4	<u>To review Financial Reserves policy</u> Proposed by Cllr Pinter that the policy should be approved as amended to include current earmarked reserves. Seconded by Cllr Starling. RESOLVED unanimously. Noted that new model Financial Regulations had just been received via NALC. To be included on June agenda.	June agenda
64.5	<u>To agree dates for 2025 meetings.</u> It was agreed to hold all Parish Council meetings on the second Monday of each month (apart from August) and the Annual Parish Meeting on Monday 31 March 2025.	
24/65	<b>DATE OF NEXT MEETING</b>  Parish Council - Monday 10 June 2024, 7.30pm Planning meeting – Tuesday 28 May 2024 (If required)	
	<b>The meeting was declared closed at 9.10pm</b>	

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