

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 10 June 2024 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs D Reeves (Chair), S Moore (Vice Chair), T Starling, R Pinter, J Camilleri. Clerk: L Lawrence. In attendance: Dist Cllr T Bygott (part meeting) One member of the public. Absent: Cllr J Grove (apologies received after the meeting)	
24/66	<b>APOLOGIES FOR ABSENCE</b>  Cllr J Bailey (personal)	
24/67	<b>DECLARATIONS OF INTEREST</b>  None declared.	
24/68	<b>PUBLIC OPEN SESSION</b>  Andrew Dennis (FMG) reported that we are still waiting to hear from the Environment Agency about the survey of Beck Brook downstream from Westwick. Noted Cnty Cllr Thompson originally contacted the relevant officer on 20 <sup>th</sup> March. District Cllr Bygott spoke as a resident to inform the Parish Council that a Cadent Gas rep had called round to explain the upcoming works that are subject to a traffic works order. She had agreed to return with more detailed road closure dates information but failed to do so.	
24/69	<b>TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 13 MAY 2024</b>  Approval proposed by Cllr Moore. Seconded by Cllr Pinter. RESOLVED unanimously. Minutes were signed by the Chair.	
24/70	<b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>Item 62.1 – Gatehouse Road speed limit</u> – LHI project officer had confirmed the 60mph limit area will be removed and replaced with a 40mph limit. Revised plans had been received and Clerk had copied Girton Parish Council. <u>Item 63.8 – Insurance cover</u> – Clear Insurance had confirmed that war memorial cover is blanket cover under the property section of the policy and cannot be removed. They had added CCTV cover on at no extra cost.	
24/71	<b>TO RECEIVE REPORTS</b> (Written reports circulated prior to the meeting and posted on PC website.)	
71.1	<u>Parish Councillors reports</u> <u>Cllr Moore</u> - noted that Connections Bus attendance numbers were very good last half-term. He had circulated photos of the recent Dry Drayton Road resurfacing works. There are already depressions where there were potholes before the work started. Chair to contact Cnty Cllr Thompson about this. Noted that the UK Shared Prosperity Fund is still open for applications. His offer to produce and circulate a briefing paper on possible 'green spaces' options for the recreation ground site was accepted.	Chair  Cllr Moore

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2422

71.2	<p><u>Cllr Camilleri</u> – reported that the grounds contractor had damaged the bases of around 5/6 trees whilst using a strimmer. His offer to dig a turf ring round them and add mulch was accepted.</p> <p><u>Cllr Starling</u> – reported that TAG had sadly decided to cease as a group. Jim Bryant had agreed to continue to maintain the speed unit until September.</p> <p><u>Chair</u> – had removed the dead Sorbus and repaired a faulty bench slat. He had also met with a LED contractor at the pavilion. They will submit a quote to replace the lighting.</p> <p><u>Clerk’s report</u></p> <p><u>Open Spaces project, FCC grant</u> – first year review completed and signed off by funding body.</p> <p><u>Tree survey</u> – commenced on 5<sup>th</sup> June. Mercer Trees officer to return to site on 11<sup>th</sup> June to complete.</p> <p><u>ANPR camera</u> - knocked out of line by young person throwing a football at it. Window cleaner moved it back into position on 3<sup>rd</sup> June.</p> <p><u>Verge cutting</u> – noted Highways had cut village verges on 30<sup>th</sup> April. Subsequently confirmed they are operating ‘No Mow May’ and verges will not be cut again until June.</p> <p><u>Weed spraying</u> - first chemical weed treatment will commence week beginning 24<sup>th</sup> June. Second treatment will be undertaken in October.</p> <p><u>Beck Brook bridge silt</u> – CCC Bridges officer will arrange for the silt under the bridge to be cleared, hopefully before the autumn.</p>	Cllr Camilleri
24/72  72.1  72.2  72.3	<p><b>PLANNING MATTERS</b></p> <p><u>Applications requiring a decision</u> <b>24/01786/HFUL – 51 Cambridge Road</b> Single storey rear extension. RESOLVED to make no recommendation. Comment that a flood risk assessment is required as the property is in zone 3, but no risk assessment had been provided with the application.</p> <p><u>Applications to note only</u> None received.</p> <p><u>Applications decisions received</u> <b>24/01379/HFUL &amp; 24/01380/LBC – 56 High Street</b> Retention and rebuilding of chimney stack. <u>Approved</u> <b>24/01177/HFUL – 16 High Street</b> Single storey rear extension and conversion of garage to habitable space. <u>Approved</u></p>	
24/73  73.1	<p><b>PAVILION/MUGA MATTERS</b></p> <p><u>Update on 3G works and consider action to take regarding goals</u> Works were completed on 9<sup>th</sup> June. Surfacing Standards Ltd need to undertake a site visit to sign them off and handover before the pitch can be used. Unfortunately a group of young people had scaled the rear gate and gained access to the pitch. It was agreed to replace the gate top spikes and install a warning sign to alert people to them. The firm that originally quoted for new goals had advised the 3G contractor that they had made a mistake and the cost would be £2,000 more than they quoted. It was decided to defer a decision on goals to the next meeting to enable the Clerk to obtain quotes elsewhere as well as prices to replace the nets on the existing goals.</p>	July agenda
24/74  74.1	<p><b>YOUTH MATTERS</b></p> <p><u>To consider part funding Connections use of 3G pitch on Monday evenings (term time)</u></p>	

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	The contractor has supplied details of the appropriate footwear for 3Gs (round plastic-studded footwear only; no dimpled or flat soled shoes). Connections manager had been informed and responded that the young people would not have the correct footwear and would therefore not be in a position to use the new pitch. Therefore, no discussion took place on part funding.																																					
24/75	<b>RECREATION GROUND/OPEN SPACES MATTERS</b>																																					
75.1	<u>To consider instructing Brookfield contracting to repair Stocks Green grass area (To be funded from earmarked reserves)</u> After some discussion it was RESOLVED to ask Brookfield to quote to lay plastic green mesh in the top right corner of the grass area which would allow the grass to grow through.																																					
24/76	<b>BIODIVERSITY/SUSTAINABILITY MATTERS</b>																																					
76.1	<u>To consider submitting an expression of interest in 'The Great Collaboration'</u> Details of this regional pilot had been circulated and copied to SOW. Subsequently an 'involvement in the pilot' survey had been received. The project includes developing a website toolkit for gathering information about local climate reduction actions, sharing good practice and undertaking climate action workshops. After some discussion it was RESOLVED to submit an expression of interest to support their pilot funding bid and arrange a meeting with SOW to discuss possible collaboration with them. Cllr Camilleri will liaise with SOW on this. The survey will be completed after that meeting.	Cllr Camilleri																																				
76.2	<u>To consider meeting with Water Sensitive Cambridge to show them flooding locations in the village</u> SOW had forwarded information about this company that install flood mitigation interventions such as rain gardens. They will be attending the SOW meeting on 25 <sup>th</sup> September, to which PC members are invited. However, they would like to meet with someone who could show them the village flooding hotspots beforehand. RESOLVED that the Chair and Cllr Moore would arrange a village walkabout with them.	Chair & Cllr Moore																																				
24/77	<b>HIGHWAYS/TRANSPORT MATTERS</b>																																					
77.1	<u>To propose a vote of thanks to the Transport Action Group</u> Chair read out an extensive list of the work the group had undertaken. Noted that they had overcome many obstacles to achieve positive outcomes and the fact that they had decided not to continue as a group is perhaps a mark of how successful they had been. RESOLVED that the Chair would draft a letter of thanks and circulate it for comment before sending.	Chair																																				
24/78	<b>FINANCE MATTERS</b>																																					
78.1	<u>To approve payment of outstanding accounts due</u> <table border="0"> <tr> <td>SSE Electricity</td> <td>Street lighting energy 1.4.24-30.4.24</td> <td>21.80</td> </tr> <tr> <td>EE Ltd</td> <td>Mobile phone 11.5.24-10.6.24</td> <td>24.60</td> </tr> <tr> <td>ICO</td> <td>Data protection fee</td> <td>35.00</td> </tr> <tr> <td>Connections Bus Project</td> <td>April - May sessions</td> <td>1405.00</td> </tr> <tr> <td>CPS Building Serv Ltd</td> <td>Pavilion boilers service</td> <td>552.00</td> </tr> <tr> <td>CPS Building Serv Ltd</td> <td>Boiler copper pipe repair</td> <td>246.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting May 24</td> <td>570.00</td> </tr> <tr> <td>LGS Services</td> <td>Internal audit 23-24</td> <td>222.00</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Quarterly CA fee</td> <td>18.00</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> </table>	SSE Electricity	Street lighting energy 1.4.24-30.4.24	21.80	EE Ltd	Mobile phone 11.5.24-10.6.24	24.60	ICO	Data protection fee	35.00	Connections Bus Project	April - May sessions	1405.00	CPS Building Serv Ltd	Pavilion boilers service	552.00	CPS Building Serv Ltd	Boiler copper pipe repair	246.00	Brookfield Contracting	Grass cutting May 24	570.00	LGS Services	Internal audit 23-24	222.00	Unity Trust Bank	Quarterly CA fee	18.00	Salaries	Salaries	1056.03	Expenses	Expenses	15.00	HMRC	PAYE/NI	65.16	
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	NEST Pension	146.31	
	<b>Multipay Charge Card</b>		
	Lloyds Bank Monthly charge card fee	3.00	
	Microsoft 365 annual subscription	59.99	
	Malwarebytes Annual subscription	29.99	
	Total	4469.88	
	<u>Approval</u> proposed by Cllr Moore. Seconded by Cllr Starling. RESOLVED unanimously.		
78.2	<u>To report on any income received</u> None received.		
78.3	<u>To note bank reconciliation as at 1 June 2024</u> Noted.		
78.4	<u>To note any actions required following 23-24 internal audit</u> No actions or issues identified by internal auditor.		
24/79	<b>ADMINISTRATION MATTERS</b>		
79.1	<u>To adopt new Financial Regulations</u> NALC model Financial Regulations 2024 were circulated with Clerk's recommended amendments. Proposed by Cllr Pinter that the new Financial Regulations should be adopted. Seconded by Cllr Starling. RESOLVED unanimously.		
24/80	<b>DATE OF NEXT MEETING</b>		
	Parish Council: Monday 8 July 2024, 7.30pm. Planning: Monday 24 June 2024 – if required Personnel Committee: Monday 24 June 2024, 7pm.		
	<b>The meeting was declared closed at 8.27pm</b>		

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