

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

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs D Reeves (Chair), S Moore (Vice Chair), T Starling, J Grove, J Bailey, R Pinter, J Camilleri. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson (part meeting) Dist Cllr T Bygott (part meeting) 10 members of the public (including 3 children)	
24/81	<b>APOLOGIES FOR ABSENCE</b>  Dist Cllr N Warren-Green.	
24/82	<b>DECLARATIONS OF INTEREST</b>  None declared.	
24/83	<b>PUBLIC OPEN SESSION</b>  Members of the public attended to speak about their objections to planning application ref 24/02384/OUT (item ref 87.1) Comments included – most of the application detail remains the same as the previous application which had been refused, the narrow one-way access issue had not been addressed and the land is outside the development framework, therefore only affordable housing can be built on it. Concern was also raised about the loss of separation between the village and Northstowe and the potential negative impact on wildlife. Badgers, foxes, deer, bats and owls had all been seen there recently. The applicant hadn't undertaken a proper ecological survey. <i>Cllr Grove arrived at 7.40pm.</i>	
24/84	<b>TO APPROVE MINUTES OF THE MEETING HELD 10 JUNE 2024</b>  Approval proposed by Cllr Camilleri. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
24/87	<b>PLANNING MATTERS</b>  At the Chair's discretion, the agenda order was changed to consider the following item at this point to allow members of the public to leave after its conclusion: <b><u>24/02384/OUT – Land at Manor Farm Close</u></b> <b><u>Outline application for self-build/custom build development comprising 8 serviced plots with all matters reserved except for access.</u></b> Chair read out the objections raised by the Parish Council to the previous application (ref 23/23/0120/OUT) which had been refused. These had not been addressed in the new application. The proposed access is still a 3.5m narrow one way entrance/exit making it suitable for emergency vehicles and unsafe for all users. The land is outside the development framework and can therefore only be put forward as a rural exception site for 100% affordable housing to meet a locally identified housing need. Proposed by the Chair that the PC should strongly object to this application on the same basis as the previous and ask for the application to go to Planning committee for a decision should the officer be minded to approve it. Seconded by Cllr Moore. RESOLVED unanimously. <i>10 members of the public left the meeting.</i>	

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2426

24/85	<p><b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b></p> <p><u>Item 24/71.1- Dry Drayton Road works</u> – Cllr Thompson had spoken to the ‘Surfaces’ manager regarding the standard of work. He will undertake a site inspection but it may be too late for remediation. The remaining white lines will be reinstated within 28 days of the final sweep.</p> <p><u>Item 24/71.1 – Trees strimmer damage</u> – Brookfield had committed to replace any trees that die as a result of their work.</p> <p><u>Item 24/73.1 – 3G goals</u> – due to the cost of new goals, the fixings on existing goals will be repaired and they will be anchored to the fencing.</p> <p><u>Item 24/75.1 – Stocks Green</u> – Brookfield will quote to repair grass area in top right corner.</p> <p><u>Item 24/76.1 – SOW meeting</u> – Cllr Camilleri to speak to SOW.</p> <p><u>Item 24/76.2 – Water Sensitive Cambridge</u> – Chair and Cllr Moore to arrange site meeting.</p> <p><u>Item 24/77.1 – TAG</u> – confirmed wording of ‘thank you’ letter. Chair to send it to TAG chair.</p>	Chair
24/86	<p><b>TO RECEIVE REPORTS</b> (Written reports circulated prior to the meeting and posted on PC website.)</p> <p>86.1 <u>County Councillor’s report</u> Cllr Thompson confirmed that all schools had been sent details of the Holiday Activities and Food (HAF) programme. She stated that Chancellor Rachel Reeves had today announced that a new taskforce will be created to accelerate house building in certain areas, including Northstowe. Cllr Thompson hoped the government will liaise with local councils on the plans. She had attended a CCC/SCDC/Police meeting about ongoing ASB issues concerning loud motorbikes being raced on local roads late at night. The next step will be to try to arrange for Homes England to be involved in potential resolution discussions. Cllr Moore expressed concern about the Children’s Services Ofsted ‘requires improvement’ rating. It was agreed that councillors would respond to the Northstowe Busway petition as individuals if they wish to do so. <i>Dist Cllr Bygott arrived at 8.10pm.</i></p> <p>86.2 <u>District Councillors’ reports</u> Cllr Warren-Green had sent her apologies for this meeting. Her written report has been circulated. Cllr Bygott apologised for late arrival and lack of a written report this month. He agreed to take up the issue of gullies blocked with debris in the crossroads/Water Lane area. Noted this is a flood zone 3 area, so they need to be swept more regularly.</p> <p>86.3 <u>Parish Councillors reports</u> Cllr Moore had looked into the UK Shared Prosperity Fund scheme. The ‘improving green spaces’ objective is the only one of relevance to our parish. It was agreed that he should investigate this further and liaise with the Chair on possible options. Cllr Grove had attended OWN meeting. They are organising a day trip to Felixstowe. Cllr Bailey had reported Giant Hogweed by the brook in Cambridge Road to the Environment Agency. It had gone the following day but the EA had</p>	Cllr Bygott  Cllr Moore /Chair

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86.4	<p>subsequently confirmed it is the landowner's responsibility to deal with it, not theirs.  Cllr Starling &amp; Chair had installed anti-climb spikes and warning notes on the MUGA gate.  Chair had removed graffiti from play equipment.  Chair and Cllr Moore will attend the Northstowe 3A design code stakeholders meeting on 12<sup>th</sup> July.  <u>Clerk's report</u>  Half-yearly orchards report had been circulated.</p>	Chair/ Cllr Moore
24/87	<b>PLANNING MATTERS</b>	
87.1	<p><u>Applications requiring a decision</u>  <b>24/2196/FUL – Oakington CofE Primary School</b>  Re-roofing works. RESOLVED unanimously to make <u>no recommendation</u> and no comments.  <b>24/02403/FUL – Oakington Tomato Farm</b>  Erection of boundary fence. RESOLVED unanimously to make <u>no recommendation</u>. Chair to contact Homes England regarding fence positioning (distance from carriageway) and permanence.  <b>24/02421/S73 – 11 Water Lane</b>  Vary condition 2 of approved application 22/05459/HFUL – existing brickwork to be rendered finish instead of brickwork.  RESOLVED unanimously to make <u>no recommendation</u> and no comments.</p>	Chair
87.2	<p><u>Applications to note only</u>  <u>Tree works application 24/0649/TTCA – 4 Vicarage Close.</u>  Ash tree removal. No concerns.  <u>Tree works application 24/0625/TTCA – Westwick Hall Farm</u>  Various works including Ash removal.  RESOLVED unanimously to <u>object</u> and request a TPO as there is no extensive dieback and the Ash has amenity value, therefore removal cannot be justified.  Cllr Camilleri to draft response and take photos. Clerk to submit.</p>	
87.3	<p><u>Applications decisions received</u>  None received.</p>	
87.4	<p><u>Review list of projects for potential Section 106 funding</u>  RESOLVED unanimously to make no changes to the list submitted in 2023, apart from deletion of the MUGA LED lighting as the Parish Council had already funded that.</p>	
24/88	<b>BIODIVERSITY/SUSTAINABILITY MATTERS</b>	
88.1	<p><u>To receive a report on biodiversity net gain webinar and consider working with SOW on a biodiversity map of the village</u>  Cllr Grove had attended the webinar presented by Andrew Maliphant, Great Collaboration. Noted that EAG/SOW had already started a 'Nature Recovery' project which includes an app called iRecord where people record wildlife sightings.  It was proposed by Cllr Grove that the PC should work with EAG and SOW on producing a biodiversity map. Seconded by Cllr Camilleri. RESOLVED unanimously.</p>	
88.2	<p><u>To consider responding to Great Collaboration 'Story Prompts' request</u>  After some discussion it was agreed that the biodiversity map should be the main focus for now and consideration would be given to further involvement in the Great Collaboration later on.</p>	
24/89	<b>PAVILION/MUGA MATTERS</b>	

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89.1	<u>To note completion of 3G works</u> Surfacing Standards Ltd manager had inspected the work and issue a practical completion certificate on 3 <sup>rd</sup> July. The facility was reopened today.																																																							
89.2	<u>To grant clerk in consultation with Chair delegated authority to pay 3G contractor invoice within 30 days of receipt</u> Item was not required because the invoice had been received prior to the meeting.																																																							
89.3	<u>To grant clerk in consultation with Chair delegated authority to accept a 3G maintenance quote, if required before September meeting</u> After some discussion it was agreed that the preferred option would be to opt for a maintenance contract this year, rather than purchase machinery and a storage container. Proposed by Cllr Moore that the Clerk should be given delegated authority, in consultation with the Chair, to accept a 3G maintenance quote if required before the next meeting. Seconded by Cllr Starling. RESOLVED unanimously.	Clerk																																																						
24/90	<b>RECREATION GROUND/OPEN SPACES MATTERS</b>																																																							
90.1	<u>To consider tree works plan following completion of professional tree survey</u> Chair, Clerk and Cllr Camilleri had met to review the tree survey undertaken by Mercer Tree Services. A priority action plan had been drafted and circulated prior to the meeting. This included the recommendation to fell the Horse Chestnut near the play area due underlying defects in its structure which will likely cause a failure in the future and replace it with a different tree variety. It was proposed by Cllr Starling that the plan should be accepted and tailored according to the budget set for 2024/25. Seconded by Cllr Camilleri. RESOLVED unanimously. Clerk to obtain quotes for September meeting.	Clerk																																																						
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91.1	<u>To approve payment of outstanding accounts due</u> <table border="0"> <tr> <td>SSE Electricity</td> <td>Street lighting energy 1.5.24-31.5.24</td> <td>22.51</td> </tr> <tr> <td>EE Ltd</td> <td>Mobile phone 11.6.24-10.7.24</td> <td>24.60</td> </tr> <tr> <td>Surfacing Standard Ltd</td> <td>3G construction quality control</td> <td>1476.00</td> </tr> <tr> <td>Mercer Trees Services</td> <td>Tree survey</td> <td>690.00</td> </tr> <tr> <td>Brookfield Contracting Ltd</td> <td>Grass cutting, June</td> <td>378.00</td> </tr> <tr> <td>AS Sports Systems Ltd</td> <td>New 3G pitch</td> <td>49674.08</td> </tr> <tr> <td>Cambs Lock &amp; Safe Ltd</td> <td>Pavilion lock &amp; 3G keys</td> <td>262.97</td> </tr> <tr> <td>W J Lumb</td> <td>Pavilion guttering clearance &amp; test</td> <td>380.00</td> </tr> <tr> <td>Brookfield Contracting Ltd</td> <td>Water Lane bench base</td> <td></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"><b>Multipay Charge Card</b></td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly charge card fee</td> <td>3.00</td> </tr> <tr> <td>Amazon</td> <td>Basketball net &amp; stationery</td> <td>28.44</td> </tr> <tr> <td>Insight Security</td> <td>Anti-climb spikes &amp; warning notices</td> <td>107.76</td> </tr> <tr> <td>Total</td> <td></td> <td>54333.86</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously.</p>	SSE Electricity	Street lighting energy 1.5.24-31.5.24	22.51	EE Ltd	Mobile phone 11.6.24-10.7.24	24.60	Surfacing Standard Ltd	3G construction quality control	1476.00	Mercer Trees Services	Tree survey	690.00	Brookfield Contracting Ltd	Grass cutting, June	378.00	AS Sports Systems Ltd	New 3G pitch	49674.08	Cambs Lock & Safe Ltd	Pavilion lock & 3G keys	262.97	W J Lumb	Pavilion guttering clearance & test	380.00	Brookfield Contracting Ltd	Water Lane bench base		Salaries	Salaries	1056.03	Expenses	Expenses	15.00	HMRC	PAYE/NI	65.16	NEST	Pension	146.31	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Amazon	Basketball net & stationery	28.44	Insight Security	Anti-climb spikes & warning notices	107.76	Total		54333.86	
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91.2	<u>To report on any income received</u> HMRC VAT reclaim 1.3.24-31.5.24 1837.17																																																							
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91.4	<p>It was proposed by Cllr Moore that SOW's application for <u>£96</u> for a 'beach flag' banner with SOW name and logo should be approved. Seconded by Cllr Starling. RESOLVED unanimously.</p> <p><u>To note change of Unity Bank account classification to Current Account T2</u></p> <p>Due to credit turnover of more than £100,000 in 2023, the current account new tariff will be 15p per transaction from 18<sup>th</sup> September 2024 (plus existing £6 per month fee.) Noted the additional cost would be approx. £30 PA.</p>	
24/92	<p><b>DATE OF NEXT MEETING</b></p> <p>Parish Council: Monday 9 September 2024, 7.30pm.          Planning: Mondays 22 July and 12 August – if required.</p>	
	<p><b>The meeting was declared closed at 9.22pm.</b></p>	

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