

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 14 October 2024 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs D Reeves (Chair), S Moore, T Starling, J Grove, R Pinter, J Camilleri. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson. One member of the public.	
24/107	<b>APOLOGIES FOR ABSENCE</b>  Cllr J Bailey (personal). Dist Cllr N Warren-Green. Dist Cllr T Bygott.	
24/108	<b>DECLARATIONS OF INTEREST</b>  None declared.	
24/109	<b>PUBLIC OPEN SESSION</b>  Andrew Dennis (Flood Mitigation Group lead) had attended to contribute to item 113.4 if required.	
24/110	<b>TO APPROVE MINUTES OF THE MEETING HELD 9 SEPTEMBER 2024</b>  Approval proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
24/111	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 23 SEPTEMBER 2024</b>  Approval proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
24/112	<b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>24/97.1 – Bus User Survey</u> – to be launched this week with a deadline of 1 <sup>st</sup> December. <u>24/101.1 – Solar MVAS</u> – officer had recommended slight changes to the installation locations in Water Lane and Station Road. <u>24/102.1 - Histon &amp; Impington Green Spaces</u> – Chair and Clerk to meet with group members on 12 <sup>th</sup> November to discuss ‘Connecting with Nature’ project <u>24/103.1 – Tree works</u> – Mercer Trees to undertake contracted work on 18 <sup>th</sup> and 19 <sup>th</sup> November.	
24/113	<b>TO RECEIVE REPORTS</b> (Written reports circulated prior to the meeting and posted on PC website.)	
113.1	<u>County Councillor’s report</u> Cllr Thompson updated on the following; <u>Busway</u> – still awaiting modelling from Stagecoach following their monitoring at Longstanton P&R last month. <u>Recent flooding at Midfield Lodge car park and Mill Road</u> – this will be investigated by the CCC Flood team. <u>Solar MVAS</u> – suggested liaising with Oakington Primary headteacher regarding the proposed locations, so that he can share information via school newsletter.	

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113.2	<u>District Councillors' reports</u> No comments or questions.	
113.3	<u>Parish Councillors' reports</u> Cllr Grove – OWN had congratulated the PC on its recent award. She reported that, as yet, no-one had come forward to take on the roles of key committee members who are standing down at their AGM. Chair – had attended; EA, Parishes Forum, Northstowe quarterly, NPPF, Community Association and bus franchising meetings. He reported that there are now CCTV cameras on Northstowe Avenue (SARW) and the airfield crossing 'elephant' gates need to be adjusted as too close together. Noted that the airfield road is part of the National Cycle Network and therefore the surface should be maintained.	
113.4	<u>Environment Agency Beck Brook meeting, 13 September 2024.</u> The meeting had been arranged to discuss Westwick flooding and was attended by EA, CCC, PC Chair, PC Clerk and Andrew Dennis (FMG lead.) Post meeting the EA had shared photos of two blockages that had been cleared downstream of Westwick prior to the meeting on 11 <sup>th</sup> September. Future maintenance was discussed and the CCC officer is following up on this with EA, including reminding them that part of the brook is an awarded watercourse (1,300 metres downstream from Westwick bridge). Cllr Thompson reported that the CCC desilting works under the bridge had been rearranged for 14 <sup>th</sup> and 15 <sup>th</sup> October. Chair proposed a vote of thanks to Andrew Dennis for all the work he has done on behalf of the community on flooding issues. Seconded by Cllr Moore. RESOLVED unanimously.	
113.5	<u>Clerk's report</u> <u>Recreation Ground</u> – contractor had cut back wildflower areas today. <u>Local Climate Action Conference</u> – 19 <sup>th</sup> November at Cambourne Hub. <u>History of St Andrews Church</u> – booklet produced by church members had been uploaded to the website.	
24/114	<b>PLANNING MATTERS</b>	
114.1	<u>Applications requiring a decision</u> <b>24/03610/S73 – 39 Cambridge Road</b> S73 to vary condition 2 (approved drawings) of ref: 22/04590/FUL (Demolition of existing derelict bungalow and replacement with new 2 storey dwelling) for alterations to the fenestrations and changing the size, the pitched roof to a flat roof and cladding the walls of the single storey rear section Unanimously RESOLVED to make no recommendation and no comments.	
114.2	<u>Applications to note only</u> Tree applications: <b>24/1047/TTCA -70 High Street</b>	
114.3	Various tree works including TPO tree. <u>Applications decisions received</u> None received.	
24/115	<b>HIGHWAYS MATTERS</b>	
115.1	<u>To consider and respond to EAG request for the PC to take over responsibility for organising pavement clearance work</u> Cllr Moore (EAG rep) had met informally with John Terry (EAG chair) and James Youd (former EAG co-chair). The key activity appears to be coordination of the group of volunteers who undertake paths clearance. After some	

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<p>115.2</p> <p>115.3</p> <p>115.4</p>	<p>discussion it was agreed that Cllr Moore and the Chair would arrange to meet with EAG again on 6 or 7<sup>th</sup> November to discuss what precisely needs to be done with a view to bringing a formal proposal to the November meeting. Clerk to look into the community highways volunteering scheme insurance query that was raised by EAG.</p> <p><u>To note final plans for 23-24 LHI, Oakington to Girton 30mph scheme.</u> Noted that additional Active Travel funding had been approved to allow the full scheme to proceed.</p> <p><u>To note update on Westwick 20mph speed limit reduction</u> Project manager had advised that Policy &amp; Regulation team are in the process of compiling the public feedback from the consultation. If no objections are received they will proceed with the 20mph speed limit but if there are objections they will need to seek delegated decision review. Cllr Camilleri stated there is a need for additional speed humps slow traffic in Westwick. Noted this would require LHI funding. Cllr Camilleri to investigate further and bring a proposal to the November meeting. Cllrs Starling and Camilleri to move the current MVAS to Westwick to enable data to be gathered.</p> <p><u>To consider response to Highways &amp; Streetlighting Contracts Stakeholder surveys</u> Noted no current experience of Streetlighting contractors. Councillors to send comments regarding Highways survey question 5 to the Chair by 21<sup>st</sup> October.</p>	<p>Nov agenda</p> <p>Clerk</p> <p>Cllr Camilleri</p> <p>Cllr Starling &amp; Camilleri</p> <p>All</p>																														
<p>24/116</p> <p>116.1</p> <p>116.2</p> <p>116.3</p>	<p><b>ADMINISTRATION MATTERS</b></p> <p><u>To note CAPALC award of '2024 Council of the Year Precept over £25,001'</u> Clerk had collected the award and £50 training voucher from CAPALC office. A group photograph, including nominator Cnty Cllr Thompson, was taken before the start of the meeting. A report will be included in the next journal edition.</p> <p><u>To discuss ways to attract new parish councillors</u> Various suggestions were made. Noted that the journal report on the award may encourage applicants. Cllr Camilleri agreed to write a brief note on his first 12 months as a parish councillor. It was also suggested that the PSA could be approached and increased social media activity to heighten PC profile may help. Clerk to post item on OakyFolk regarding the award and a reminder about the two vacancies.</p> <p><u>To note Clerk's 25 years in post</u> Chair thanked Clerk for her hard work, dedication and support over the past 25 years.</p>	<p>Cllr Camilleri</p> <p>Clerk</p>																														
<p>24/117</p> <p>117.1</p>	<p><b>FINANCE MATTERS</b></p> <p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electricity</td> <td>Streetlights 1.8.24-31.8.24</td> <td>22.51</td> </tr> <tr> <td>EE Ltd</td> <td>Mobile phone 11.9.24-10.10.24</td> <td>24.60</td> </tr> <tr> <td>Brookfield Contracting Ltd</td> <td>Grass cutting August 24</td> <td>954.00</td> </tr> <tr> <td>Replay Maintenance Ltd</td> <td>3G Revive visit 1</td> <td>360.00</td> </tr> <tr> <td>Replay Maintenance Ltd</td> <td>3G Drag brush visit 1</td> <td>180.00</td> </tr> <tr> <td>Replay Maintenance Ltd</td> <td>3G Drag brush visit 2</td> <td>180.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1246.67</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>15.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>180.97</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>182.88</td> </tr> </table>	SSE Electricity	Streetlights 1.8.24-31.8.24	22.51	EE Ltd	Mobile phone 11.9.24-10.10.24	24.60	Brookfield Contracting Ltd	Grass cutting August 24	954.00	Replay Maintenance Ltd	3G Revive visit 1	360.00	Replay Maintenance Ltd	3G Drag brush visit 1	180.00	Replay Maintenance Ltd	3G Drag brush visit 2	180.00	Salaries	Salaries	1246.67	Expenses	Expenses	15.00	HMRC	PAYE/NI	180.97	NEST	Pension	182.88	
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	<b>Multipay Charge Card</b>		
	Lloyds Bank	Monthly charge card fee	3.00
	Total		3349.63
	<u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Moore. RESOLVED unanimously.		
117.2	<u>To report on any income received</u>		
	HMRC	VAT reclaim 1.6.24-31.8.24	9292.94
	Football Foundation	3G grant claim (part)	301.00
	Ivett & Reed	Memorial – Turner	140.00
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	South Cambs DC	Precept 24/25B	34565.00
	Non-resident	Parking bay fee, 45 Water Lane	25.00
	Resident	Parking bay fee, 15 Queens Way	25.00
	Total		44488.94
117.3	<u>To consider Connections Bus Project quote for 2025-26 youth services</u>		
	Proposed by Cllr Pinter that Connections quote of £296 per session from 1st April 2025 should be accepted. Seconded by Cllr Camilleri. RESOLVED unanimously.		
117.4	<u>To consider any items for inclusion in 2025-26 budget</u>		
	The following were suggested – LHI 25/26 contribution, contingency to contract out minor works on an ad hoc basis, increased admin budget in case help needed regarding increased social media activity.		
	Clerk to bring draft budget to the December meeting for consideration.		
			Dec agenda
24/118	<b>DATE OF NEXT MEETING</b>		
	Parish Council: Monday 11 November 2024, 7.30pm.		
	Planning: Monday 28 October 2024, 7.30pm – if required		
	<b>The meeting was declared closed at 8.57pm</b>		

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