

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 9 September 2024 at 7.30pm**

Agenda No:		Action
	Present: Cllrs D Reeves (Chair), T Starling, J Grove, J Bailey, R Pinter, J Camilleri. Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson (part meeting), Dist Cllr N Warren-Green (part meeting) Seven members of the public.	
24/93	APOLOGIES FOR ABSENCE Cllr S Moore (personal), Dist Cllr T Bygott.	
24/94	DECLARATIONS OF INTEREST None declared.	
24/95	PUBLIC OPEN SESSION James Youd reported that he had stood down as EAG chair and John Terry had taken over. He stated that some EAG work is no longer happening and asked that the PC considers taking on responsibility for organising volunteers for litter picking etc and managing the planted containers. <i>Cllrs Grove and Bailey arrived at 7.35pm</i> Andrew Dennis (FMG) had walked the length of Beck Brook in preparation for a CCC/PC meeting arranged with the Environment Agency on 13 th September to discuss flooding concerns. He stated there is a marked difference between the stretch of brook maintained by EA and the 200-300 metres that they do not maintain. Pressure needs to be put on the EA to remove blockages before winter. Four members of the public made comments in relation to item 97.1. These included the fact that there are no longer any roadworks impacting on the C6 service route, so it should be possible to revert to the previous timetable. Cnty Cllr Thomspson stated that Stagecoach had said the service is impacted by other roadworks in the city but it appears the C6 is the only service that has been reduced as a result. Other comments included buses failing to turn up at all causing people to miss appointments and the fact that the new timetable is complicated making it difficult to remember when buses are due. Another member of the public stated he used to use the C6 to get to reduce his walk to the Busway stop but it is now too unreliable to do so.	
24/96	TO APPROVE MINUTES OF THE MEETING HELD 8 JULY 2024 Approval proposed by Cllr Camilleri. Seconded by Cllr Pinter. RESOLVED unanimously. Minutes were signed by the Chair.	
24/97	BUS SERVICE 97.1 <u>To discuss reduction in C6 service from 1st Sept and consider action to take, including possible residents' survey</u> Chair and Clerk went to a 'bus user group' meeting in Girton on 8 th September. 50-60 Girton and 1 Oakington resident attended and there was a consensus	

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97.2	<p>that the C6 service is completely unreliable and not fit for purpose. Subsequently the Girton PC Chair has been in touch to ask if the PC would consider a joint survey of residents to ascertain the impact of the reduced service and if residents would use it if more frequent/reliable. After some discussion, it was agreed to go ahead with the joint survey. Chair to draw up a draft and share it with Girton PC for comments.</p> <p><i>One member of the public left the meeting at 8pm.</i></p> <p><u>To consider response to combined authority bus franchising consultation.</u></p> <p>Chair reported that franchising would allow the CPCA to decide on bus routes and timetables. Bus companies would be asked to bid for the services. As there was insufficient time at the meeting to complete the consultation, it was suggested that councillors submit individual responses. Chair will include a note in the journal encouraging people to respond.</p>	<p>Chair</p> <p>Chair</p>
24/98	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)	
98.1	<p><u>24/71.1 – Dry Drayton Road</u> - white lines had been reinstated. Gripfibre works from raised table to traffic lights had been postponed until 2025-26 due to delay obtaining a permit as a result of gas works in the village.</p>	
24/99	<p>TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on PC website.)</p>	
99.1	<p><u>County Councillor’s report</u></p> <p>Cnty Cllr Thompson reiterated the importance of completing the bus franchising consultation. She reported that the Busway service additions introduced on 1st September had not worked and demand still far exceeds capacity. (Noted there had been 21,000 applications for the under 25s ‘Tiger’ passes). Agencies are working hard to try to resolve this issue.</p>	
99.2	<p><u>District Councillors’ reports</u></p> <p>Chair asked if the National Planning Policy Framework consultation would be discussed at the Parish Council’s SCDC Cabinet Liaison meeting on 10th September as the proposed changes would likely impact on every parish. The consultation document is very technical in parts and assumes a level of knowledge of the existing NPPF. Cllr Warren-Green will ask if there is any guidance or support available for parish councils to help them complete it.</p>	
99.3	<p><u>Parish Councillors’ reports</u></p> <p>Cllr Grove reminded the PC that most of the OWN committee would be standing down at their AGM in November. There is concern about funding the minibus if OWN is unable to continue. Various grant options were suggested by Cllrs Thompson and Warren-Green. Cllr Grove will ascertain the cost of running it and report back.</p> <p>Cllr Pinter stated the next journal deadline is 17th September.</p> <p>Cllr Camilleri had undertaken some tree works including raising the cemetery Oak.</p> <p><i>Cllrs Thomsson, Warren-Green and 4 members of the public left the meeting at 8.25pm.</i></p> <p>Cllr Bailey had reported a large tree blockage in the river at Slate Hall Farm to the EA.</p> <p>He will also report two completely blocked gullies at Westwick.</p> <p>Noted that Cllr Bygott had contacted the ‘Refuse’ team about gutter sweeping and subsequently some of the village roads had been swept as per their</p>	

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99.4	<p>planned schedule but more work is required to clear debris and remove dead weeds.</p> <p><u>Clerk's report</u></p> <p>Connections Bus project- had secured funding to replace both buses which should be ready by January 2025. In the meantime the youth club will be held in the pavilion from 23rd September due to existing bus failing its MOT.</p> <p><u>Trees High Street verge, near Stocks green</u> – CCC will cut back overhanging branches during this financial year.</p> <p><u>New Local Highways Officer</u> – Sarah Bligh.</p> <p><u>Westwick 20mph</u> – 21-day public consultation started 4 September.</p> <p><u>Rec volunteer work</u> – local business Optimum Patient Care will be working at the rec on 9 October under the guidance of EAG.</p> <p><u>Archives</u> - minutes up to March 2023 and accounts records up to 2019/20 were deposited at the County Archives on 30th July. Clerk to deposit the late Queen's book of condolence on 10th October.</p>	Clerk
24/100	<p>PLANNING MATTERS</p>	
100.1	<p><u>Applications requiring a decision</u></p> <p>24/02971/HFUL – 23 Coles Lane</p> <p>Single storey side/rear extension and installation of external cladding</p> <p>Unanimously RESOLVED to make no recommendation and no comments.</p>	
100.2	<p><u>Applications to note only</u></p> <p>24/02384/OUT – Land at Manor Farm Close</p> <p>Description amendment to 8 dwellings (formerly 8 self-build plots)</p> <p>24/01765/CL2PD – 23 Coles Lane</p> <p>Certificate of Lawfulness under S192 for single storey extension. <u>Withdrawn.</u></p> <p>24/03001/CLUED – 9 Longstanton Road</p> <p>Certificate of Lawfulness under Section 191 to regularise the use of land as residential garden land.</p> <p>Tree applications:</p> <p>24/0717/TTCA – 47 Station Road</p> <p>Cherry – fell</p> <p>24/0725/TTCA – 56 High Street</p> <p>Silver birch - fell</p> <p>24/0759/TTCA – 10 High Street</p> <p>Various tree works</p>	
100.3	<p><u>Applications decisions received</u></p> <p>None received.</p>	
24/101	<p>HIGHWAYS MATTERS</p>	
101.1	<p><u>To note provisionally successful 24-25 LHI application for solar powered MVAS</u></p> <p>Notification had been received that the application had been successful, subject to Highways Committee approval.</p> <p>Cllr Starling and Clerk had met with a CCC Design Technician to look at potential locations. Each LHI solar MVAS comes with two poles to allow the unit to be moved to different locations. Two suitable sites were agreed in Water Lane/Station and two in Cambridge Road.</p>	
101.2	<p><u>To consider purchasing an additional solar powered MVAS and 2 solar panels</u></p> <p>Clerk reported that the PC's 50% contribution to the LHI application would equate to approx. £2,700. Earmarked reserves would allow the purchase of an</p>	

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	additional solar MVAS, plus two extra solar panels and two more posts. Quotes has been obtained from the two suppliers for the MVAS and two solar panels. Proposed by Cllr Pinter that the Elan City quote of <u>£2,675</u> + VAT should be accepted. Seconded by Cllr Grove. RESOLVED unanimously. Clerk to contact CCC about process for procuring the second MVAS. <i>2 members of the public left the meeting at 8.45pm.</i>	Clerk
24/102	BIODIVERSITY/SUSTAINABILITY MATTERS	
102.1	<u>To note letter received from Histon & Impington Green Spaces and to consider arranging a site visit to discuss their 'Connecting with Nature' project</u> Proposed by Cllr Pinter that the Chair should arrange a site visit with Histon & Impington Green Spaces group and report back at a future meeting. Seconded by Cllr Starling. RESOLVED unanimously.	Chair
24/103	RECREATION GROUND/OPEN SPACES MATTERS	
103.1	<u>To consider tree works quotes</u> Proposed by Cllr Camilleri that Mercer Tree Services Ltd quote of <u>£2,050</u> + VAT should be accepted. Seconded by Cllr Starling. RESOLVED unanimously.	
103.2	<u>To consider suggestions received for tree to replace play area Horse Chestnut</u> Two suggestions had been received from members of the public. 1. Leave the bottom few metres of the trunk standing to make a natural climbing frame or lay sections on the ground for balancing on. 2. Replace with a Liquidambar Styraciflua. After some discussion, it was proposed by the Chair that nothing should be done for two years to allow the opportunity for the Oak behind to come into its own. Seconded by Cllr Grove. RESOLVED unanimously. Clerk to ask the tree surgeon if it will be possible to leave a section of the felled tree as a climbing frame/balancing piece if sufficient space. <i>Cllr Bailey left the meeting at 8.50pm.</i>	Clerk
103.3	<u>To note purchase of portable pressure washer for cleaning play equipment</u> Noted. Chair to try it out on the play equipment this week.	
24/104	PAVILION/MUGA MATTERS	
104.1	<u>To note appointment of 3G maintenance contractor</u> Three quotes had been received. Under delegated authority, the Clerk had accepted Replay Maintenance quote of <u>£4,500</u> + VAT PA for 22 drag brushing visits and quarterly specialised maintenance. The contract started on 5 th September.	
24/105	FINANCE MATTERS	
105.1	<u>To approve payment of outstanding accounts due</u> August payments SSE Electricity Street lighting energy 1.6.24-30.6.24 21.80 EE Ltd Mobile phone 11.7.24-10.8.24 24.60 Brookfield Contracting Ltd Base for new bench, Water Lane 540.00 Connections Bus Project June-July visits 1686.00 Surfacing Standards Ltd 3G final inspection and handover 738.00 Salaries Salaries 1246.67 Expenses Expenses 15.00 HMRC PAYE/NI 180.97 NEST Pension 182.88 Multipay Charge Card	

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	Lloyds Bank	Monthly charge card fee	3.00	
	Hello Print	SOW banner	95.99	
	Total		4734.91	
	September payments			
	SSE Electricity	Street lighting energy 1.7.24-31.7.24	22.51	
	EE Ltd	Mobile phone 11.8.24-10.9.24	24.60	
	Clear Councils	Insurance renewal	2359.44	
	Brookfield Contracting Ltd	Grass cutting July 24	606.00	
	PKF Littlejohn LLP	External audit 23-24	504.00	
	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	
	Amazon	Pressure washer	129.00	
	Amazon	Upright dustpan and brush	19.99	
	Total		4969.04	
	<u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously.			
105.2	<u>To report on any income received</u>			
	Football Foundation	3G grant (part)	22427.00	
	Willingham Funeral Serv	Interment fee	200.00	
	C&C Bank	95-day saver interest	1596.92	
	Santander	Business savings account interest	2.22	
	Total		24226.14	
105.3	<u>To note conclusion of 23-24 external audit</u>			
	External auditor had issued certificate, with no matters of concern raised. Conclusion of audit notice had been posted on website and notice boards.			
105.4	<u>To note bank reconciliation and budget position as at 31 August 2024</u>			
	Noted budget is on track at the half year stage. Clerk reminded the PC that £5,000 had been set for 'biodiversity'			
24/106	DATE OF NEXT MEETING			
	Parish Council: Monday 14 October 2024, 7.30pm. Planning: Monday 23 September 2024 - to include NPPF consultation. Personnel Committee: Monday 7 October 2024, 7pm.			
	The meeting was declared closed at 9.13pm			

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