

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 13 January 2025 at 7.30pm**

Agenda No:		Action
	Present: Cllrs D Reeves, (Chair) S Moore (Vice-chair), J Grove, J Bailey, R Pinter Clerk: L Lawrence. In attendance: Cnty Cllr F Thompson, Dist Cllr N Warren-Green, Dist Cllr T Bygott Five members of the public.	
25/1	APOLOGIES FOR ABSENCE Cllr J Camilleri (work course). T Starling (personal)	
25/2	DECLARATIONS OF INTEREST None declared.	
25/3	PUBLIC OPEN SESSION Allotments Society treasurer spoke in support of their community grant application (Item ref 12.3). He stated that the recently released section of allotments land is in the process of being turned into 42 new plots, 26 of which had already been leased. Three Holme Close residents had attended to outline their concerns about 18 Holme Close planning application 24/04668/HFUL (Item ref 7.1). They objected to the height of the proposed extension which would reduce natural sunlight to their property and would be overbearing. They also stated that it would not be in keeping with the other bungalows in the close. <i>Cllr Bailey arrived at 7.35pm.</i>	
25/4	TO APPROVE MINUTES OF THE MEETING HELD 9 DECEMBER 2024 Approval proposed by Cllr Grove. Seconded by Cllr Moore . RESOLVED unanimously. Minutes were signed by the Chair.	
25/5	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>Item ref 24/139.3</u> – Potted Rowan had been ordered and will be delivered on 27 th January. Cllr Moore offered to help with planting near the new Hornbeams.	Cllr Moore
25/6 6.1	TO RECEIVE REPORTS (Written reports circulated prior to the meeting and posted on website.) <u>County Councillor's report</u> Cllr Thompson updated on the following: <u>Mill Road Flooding</u> – Homes England had removed concrete from Station Road ditch during clearance work. CCC Flood risk officer had inspected the ditch and reported that tree roots are adversely impacting on the fall of the pipework. He had informed Highways that the pipes should be realigned. Cllr Thompson will follow this up. <u>Midfield Lodge car park flooding</u> – Flood risk officer had reported that ditch maintenance may help. He had offered to liaise with the care home about this.	

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<p>6.2</p> <p>6.3</p> <p>6.4</p>	<p><u>Busway stop maintenance work</u> –In response to a question Cllr Thompson stated that work is being done on the platform for health and safety reasons but she didn't know the exact nature. Cllr Bailey reported that there is an approx. 100 metres section of maintenance track near the old station house which is directly adjacent to the Busway. He asked if the works would include accident mitigation measures in that area. Cllr Thompson did not think so, but she will follow up with the Busway team.</p> <p><u>District Councillors' reports</u> Cllr Warren-Green was asked about the new guidelines for travellers' sites. She responded that currently national guidelines are followed, but she will email new local guidelines to the clerk when available. Cllrs Warren-Green and Bygott had included the local government devolution white paper in their reports. The rationale for creating unitary authorities is expected efficiency savings and service improvement. South Cambs DC does not want to be included in Phase 1 and a draft proposal is due to be submitted to government in March with a firmer proposal in August. Cnty Cllr Thompson stated that CCC would like the May elections to go ahead. Cllr Warren-Green confirmed that SCDC staff are permitted to have a second job on their non-working day and this had always been the case. The Chair expressed concern that permission had been granted for 4,500 extra homes at Waterbeach and yet other planning applications had been refused due to lack of water supply in the area. Cllr Warren-Green stated that Ian Sollom, MP is very concerned about this issue and would be willing to talk to parishes about it.</p> <p><u>Parish Councillors' reports</u> Cllr Pinter stated the next journal deadline is 21st January. Cllr Grove will attend the next OWN meeting on 20th January. Chair had contacted Homes England for an update on the Dry Drayton Road conifers and progress on submitting a second planning application for a new fence. He had also followed up with Highways regarding promised work on High Street Lime trees. He will attend a joint parishes meeting to be arranged by HI Green Spaces group to discuss issues of common interest in relation to local nature.</p> <p><u>Clerk's report</u> <u>20mph Westwick</u> – delegation meeting to determine objections to the proposed speed limit had been arranged for 23 January. Cllr Thompson will attend. <u>GCP St Ives Greenway Cottenham to Oakington spur</u> – online meeting held with Cottenham PC on 10th December. Aiming to start work in 2026 but one Cottenham landowner had objected to the proposals, so this may delay things. <u>Village sign tree</u> – Cllr Camilleri had kindly cut back low hanging branches. <u>Village sign</u> – post had been knocked out of line during high winds. A builder from The Drift had kindly offered to reinstate at no charge. <u>Loose bricks</u> – caretaker had found 3 bricks from the pavilion front porch posts near the 3G pitch. Quote to be obtained to reinstate them. <u>Ring-necked parakeets</u> – three had been seen at Rec.</p>	
<p>25/7</p> <p>7.1</p>	<p>PLANNING MATTERS</p> <p><u>New applications for consideration</u> <u>24/04668/HFUL – 18 Holme Close</u> Demolition of existing single storey garage and replace with new single storey side extension and front porch. RESOLVED unanimously to <u>object</u>.</p>	

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7.2	<p>Comments – at 3 metres high the proposed extension would be overbearing and would reduce natural light to the neighbouring property. It would protrude at the front and therefore not be in keeping with the street scene.</p> <p><u>To consider response to Wilsons Road Solar Farm public consultation</u></p> <p>Cllrs Bailey and Grove had attended the public open event.</p> <p>Cllr Warren-Green reported that the developer had given a presentation at the Longstanton Parish Council meeting on 6th January. She had raised concern about potential flooding impact on Oakington. The developers stated they would be happy to present to the PC.</p> <p>After a lengthy discussion it was RESOLVED unanimously to reiterate the points raised by LPC in their Environment Impact Assessment Scoping response – water management measures, access for wildlife measures, impact on identified species, potential noise pollution, Oakington Pillbox security, future site maintenance, survey of buried munitions and review for construction access must be investigated, to minimise disruption to the cycle/walking/equestrian route which would otherwise be crossed twice by construction traffic. It was also agreed to express concern about the level of consultation and request further information regarding Anglian Water’s comment that <i>‘the site is unsustainable due to the associated pollution risk and the increased discharge rates, which could lead to a deterioration in water quality and an unacceptable risk of breaching environmental legislation at Over Water Recycling Centre’</i></p> <p>Clerk to contact the developers to check availability to present at the 24th February planning meeting.</p>	
7.3	<p><u>Applications to note only</u></p> <p><u>24/1490/TTCA – Stocks Green High Street</u> – remove row of 22 Cupressus Leylandii to ground level and remove stumps. (Parish Council is the applicant)</p>	
7.4	<p><u>Applications decisions received</u></p> <p><u>24/1343/TTPO – 49 High Street</u> - Sycamore tree - reduce by 4 meters back to previous cuts. <u>Approved.</u></p> <p><i>3 members of the public , county and district councillors left at 8.45pm.</i></p>	
25/8	<p>HIGHWAYS/TRAVEL MATTERS</p> <p>8.1 <u>To consider and approve letter to Stagecoach following bus survey results.</u></p> <p>559 survey responses had been received, 276 from Oakington or Westwick. 95% had stated that not having a reliable bus service has some or considerable impact on their lives. The survey highlighted specific improvements that residents would like to see, including improved timing, reliability and timetabling. These had been included in the draft letter produced by Girton Parish Council as well the negative impacts of the current poor levels of service.</p> <p>Proposed by Cllr Moore that the draft letter should be approved without amendment. Seconded by Cllr Pinter. RESOLVED unanimously.</p> <p><i>One member of the public left at 8.50pm.</i></p>	
25/9	<p>PAVILION MATTERS</p> <p>9.1 <u>To consider applying for a Net Zero Villages grant for solar PV</u></p> <p>Clerk had attended SCDC Climate & Environment team webinar on 18th December. CPCA had allocated £360,000 to South Cambs for grants between £20,000 and £100,000. Application deadline is 2 February. Proposed by Pinter that an application should be made for pavilion solar PV and the PC contribute the <u>£5,000</u> held in reserves towards the cost. Seconded by Cllr Moore. RESOLVED unanimously.</p> <p>9.2 <u>To consider quote for emergency lighting repairs</u></p>	

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	Emergency Lighting Periodic Inspection and Test report had identified faults with 9 emergency lights. Marks Electrical Services had quoted <u>£1,200 + VAT</u> to replace fittings with LED recess lights or <u>£80 + VAT</u> to check fittings to determine which batteries are required and would then quote to replace the batteries. However they could not guarantee that new batteries would hold their charge and it may be necessary to replace fittings anyway. After some discussion, it was proposed by Cllr Moore that the quote to replace all 9 fittings with LED recess lights should be accepted. Seconded by Cllr Pinter. RESOLVED by majority (4 in favour, 1 against)																																								
25/10	OPEN SPACES/RECREATION GROUND MATTERS																																								
10.1	<u>To consider quote for Stocks Green conifers removal and fence installation</u> Clerk reported that that she had submitted 6 weeks' notice Conservation Area tree application on 31 st December. Proposed by Cllr Pinter that Brookfield Contracting's quote of <u>£4,580 + VAT</u> to remove conifers and stumps and install a 1.8 high close board fence with concrete spurs should be accepted. Seconded by Cllr Grove. RESOLVED unanimously. Clerk and Chair to arrange a site meeting with Mercer Trees Services to discuss Plane tree roots.																																								
10.2	<u>To consider installing a 'No Dogs' sign at the start of perimeter path</u> Proposed by Cllr Moore that all vandalised signs should be replaced and an additional sign installed near the start of the perimeter path. Seconded by Cllr Pinter. RESOLVED unanimously.																																								
10.2	<u>To consider action to take about the condition of the perimeter path</u> Clerk reported that weed spraying of all Rec paths is included in the grounds maintenance contract. Brookfield had agreed to remove excess stones from the path but had failed to do so. After some discussion, it was agreed that the Chair, Cllr Moore and Clerk should arrange to meet with Brookfield to discuss the path condition.																																								
25/11	EMERGENCY PLAN																																								
11.1	<u>To consider forming a working group to review the 2021 Emergency Plan</u> There were no volunteers willing to form a working group. Chair to include a note in the next journal asking for volunteers to help update the existing plan.																																								
25/12	FINANCE MATTERS																																								
12.1	<u>To approve payment of outstanding accounts due</u> <table border="0"> <tr> <td>SSE Energy Solutions</td> <td>Streetlights energy 1.10.24-31.10.24</td> <td>28.44</td> </tr> <tr> <td>SSE Energy Solutions</td> <td>Streetlights energy 1.11.24-30.11.24</td> <td>27.91</td> </tr> <tr> <td>EE Ltd</td> <td>Mobile phone 11.12.24 – 10.1.25</td> <td>24.60</td> </tr> <tr> <td>Replay Maintenance Ltd</td> <td>3G Revive visit</td> <td>360.00</td> </tr> <tr> <td>BusinessWatch UK</td> <td>CCTV annual maintenance</td> <td>218.07</td> </tr> <tr> <td>Connections Bus Project</td> <td>Youth sessions Nov-Dec 24</td> <td>1160.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1271.77</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>15.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>196.35</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>187.71</td> </tr> <tr> <td colspan="3">Multipay Charge Card</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly charge card fee</td> <td>3.00</td> </tr> <tr> <td>Total</td> <td></td> <td>3500.05</td> </tr> </table>	SSE Energy Solutions	Streetlights energy 1.10.24-31.10.24	28.44	SSE Energy Solutions	Streetlights energy 1.11.24-30.11.24	27.91	EE Ltd	Mobile phone 11.12.24 – 10.1.25	24.60	Replay Maintenance Ltd	3G Revive visit	360.00	BusinessWatch UK	CCTV annual maintenance	218.07	Connections Bus Project	Youth sessions Nov-Dec 24	1160.00	Salaries	Salaries	1271.77	Expenses	Expenses	15.00	HMRC	PAYE/NI	196.35	NEST	Pension	187.71	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Total		3500.05	
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12.2 12.3	<p><u>Approval</u> proposed by Cllr Bailey. Seconded by Cllr Grove. RESOLVED unanimously.</p> <p><u>To report on any income received</u></p> <table border="0" style="width: 100%;"> <tr> <td style="width: 40%;">HMRC</td> <td style="width: 40%;">VAT reclaim 1.11.24 – 31.12.24</td> <td style="width: 20%; text-align: right;">591.42</td> </tr> </table> <p><u>To consider community grant application</u></p> <p>Completed application and associated (non-confidential) paperwork had been circulated prior to the meeting. Clerk confirmed that the application for <u>£655.99</u> for marking out new plots and paths plus new grass mower meets the policy criteria.</p> <p>Proposed by Cllr Moore that the full grant should be awarded. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	HMRC	VAT reclaim 1.11.24 – 31.12.24	591.42	
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25/13	<p>DATE OF NEXT MEETING</p> <p>Parish Council: Monday 10 February 2025, 7.30pm Planning: Monday 27 January 2025, 7.30pm – if required</p>				
	<p>The meeting was declared closed at 9.25pm</p>				

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