

OAKINGTON & WESTWICK PARISH COUNCIL

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| Notice of Meeting | Oakington & Westwick Parish Council – Annual Meeting |
| Date / Time | Monday 14 May 2018 at 7.30pm |
| Venue | Oakington & Westwick Sports Pavilion, Queens Way, Oakington |

All members of the Council are hereby summoned to attend for the purposes of considering and resolving the business to be transacted at the meeting, as set out below. Members of the public and press are invited to address the Council under the Public Open Session item.



Laura Lawrence – Clerk
8 May 2018

Agenda

| Item | | | Time |
|--------------|---|--------------|-------------|
| 18/71 | Election of Chair and Vice-chair and acceptance papers 71.1 To elect a Chair 71.2 To elect a Vice-Chair 71.3 Members to sign Declarations of Acceptance of Office 71.4 To note the composition of the Council following the 3 May 2018 elections | For decision | 3 |
| 18/72 | To receive and approve apologies for absence | For decision | 1 |
| 18/73 | To receive declarations of interest & dispensations - To receive declarations of pecuniary interest from Councillors on items on the agenda - To receive any requests for dispensations and grant any as appropriate. | For decision | 1 |
| 18/74 | Public Open Session To allow up to 15 minutes for members of the public to address the meeting in relation to any parish related matter | | 15 |
| 18/75 | To approve minutes of the previous meeting held 9 April 2018 | For decision | 2 |
| 18/76 | To approve minutes of the Planning meeting held 23 April 2018 | For decision | 2 |
| 18/77 | Matters arising from the previous meeting and Planning meeting not otherwise on the agenda | To note only | 2 |
| 18/78 | To receive Reports (Circulated prior to meeting & displayed on website) 78.1 County Councillors monthly report 78.2 District Councillors monthly report | | 10 |
| 18/79 | To consider pond works related matters 79.1 To consider motion signed by 3 Councillors to rescind decision made by Full Council on 9 April 2018 (under minute ref 18/64.1) to refuse a request for the south east side of the pond bank to be reshaped following desilting works. 79.2. In the event that item 79.1 is resolved in favour to rescind: To consider request for south east side of pond bank to be reshaped. | For decision | 10 |

| Item | | | Time |
|--------------|---|--------------|-------------|
| 18/80 | <p>To consider Finance related matters</p> <p>80.1 To approve payment of outstanding accounts due 80.2 To report on any income received 80.3 To approve 2017/18 accounts 80.4 To approve Annual Governance & Accountability Return (AGAR) Section 1- Annual Governance Statement 2017/18 80.5 To approve AGAR Section 2 – Accounting Statements 2017/18 80.6 To agree dates of the period for the exercise of public rights 80.7 To appoint an internal auditor for 2018-19 80.8 To review charges & payments for 2018-19 80.9 To agree level of Chairman’s allowance for 2018-19 80.10 To review banking arrangements and agree any changes to nominated signatories 80.11 To approve Clerk’s 2% pay scale increase from 1st April 2018 in line with National Joint Council agreement 80.12 To consider quotes for bench and litter bin 80.13 To consider quote for installation of bench, notice board and litter bin. 80.14 To approve Pavilion extension building regulations application payment</p> | For decision | 30 |
| 18/81 | <p>To form a Personnel committee and agree its membership and terms of reference</p> | For decision | 10 |
| 18/82 | <p>To appoint member representatives on other parish groups;</p> <ul style="list-style-type: none"> ➤ Environment Action Group (EAG) ➤ Transport Action Group (TAG) ➤ Oakington & Westwick Neighbours (OWN) ➤ Sports Pavilion Management Committee x 2 ➤ Community Association ➤ Oakington Charities | For decision | 10 |
| 18/83 | <p>To appoint officers and members with specific areas of responsibility;</p> <ul style="list-style-type: none"> ➤ Responsible Financial Officer (Clerk) ➤ Northstowe ➤ Recreation Ground – including Cemetery & play area ➤ Youth Provision ➤ Community Plan ➤ Tree Warden ➤ Community Orchard | For decision | 10 |
| 18/84 | <p>To consider Planning related matters</p> <p>84.1 To consider Northstowe applications:</p> <ul style="list-style-type: none"> ➤ Ref S/1475/18/RM – Reserved matters of Parcel H7, Phase 1 for 115 dwellings ➤ Ref S/1419/18/RM – Reserved matters for Formal Park, Neighbourhood Area for Play and MUGA ➤ Ref S/1559/18/FL – Erection of single span steel deck bridge on land South of Longstanton Road <p>84.2 To consider permitting Chairman to arrange PC meetings with SCDC Planning team ref input into Northstowe Phase 3 application</p> | For decision | 15 |
| 18/85 | <p>To adopt new Standing Orders (Based on 2018 NALC Model Standing Orders.)</p> | For decision | 5 |
| 18/86 | <p>To review Financial Regulations</p> | For decision | 2 |
| 18/87 | <p>To review Freedom of Information Publication Scheme</p> | For decision | 5 |

| Item | | | Time |
|-------------|--|---------------|-------------|
| 18/88 | To adopt new GDPR related policies, privacy notices & consent forms. | For decision | 10 |
| 18/89 | To consider signing up to the county wide Data Protection Officer scheme offered by CAPALC | For decision | 2 |
| 18/90 | To report on meetings attended | For info only | 5 |
| 18/91 | To consider setting up regular Chairman and Clerk meetings with Longstanton PC | For decision | 2 |
| 18/92 | Date of next meeting: Monday 11 June 2018 Planning meeting: Tuesday 29 May – if required. | | |