

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 9 January 2017 at 7.30pm**

Agenda No:		Action/ Power¹
	Present: Cllrs M Oakley (Chairman), T Starling, J Bailey, J Grove, S Edwards, G Butlin, S Moore. Clerk: L Lawrence. 1 member of the public.	
17/1	APOLOGIES FOR ABSENCE Cllr A Field (illness), Cnty Cllr D Jenkins, Cnty Cllr M Mason, Dist Cllr L Harford.	
17/2	TO REPORT ON RESIGNATION OF ROGER EVERTON Notice of Councillor Vacancy had been posted on noticeboards and website. Returning Officer notified.	
17/3	DECLARATIONS OF INTEREST None declared.	
17/4	PUBLIC OPEN SESSION No questions or comments from member of public present.	
17/5	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 12 DECEMBER 2016 Approval proposed by Cllr Grove. Seconded by Cllr Edwards. 4 in favour. 3 abstained. Minutes were signed by the Chairman.	
17/6	MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA None.	
17/7	TO CONSIDER COMMUNITY PLAN RELATED MATTERS	
7.1	<u>To receive update report from EAG on pond restoration works and to approve carry forward of £5,000 contribution to 2017/18 budget</u> Grant application to be deferred until later this year as it will not be possible to obtain funding approval in time for pond clearance work to be completed by end of February. Clerk confirmed that the decision made to contribute £5,000 towards cost cannot be reversed for six months except by special written motion signed by at least three councillors.	
7.2	<u>To receive update report on pond railings replacement</u> Cllr Butlin reported that Highways will not agree to obtain three quotes. The LHO had suggested that the PC buys the railings. Highways would then prepare the ground and install. Three quotes had been obtained ranging from £2493 to £1091 plus VAT. Residents had pledged approx. £90 plus the cost of paint. (Colour to be chosen by EAG) Proposed by Cllr Butlin that the Furnitubes quote of <u>£1091.60</u> should be accepted and the PC pay <u>up to £1,000</u> towards the cost. Seconded by Cllr Bailey. All in favour.	LGA 1972 S137

¹ Specific legislation which permits parish council to exercise discretionary statutory power

17/8	TO CONSIDER FINANCE RELATED MATTERS																																																	
8.1	<p><u>Approval of payment of the following accounts due.</u></p> <table border="0"> <tr> <td>CPS Ltd</td> <td>Repair pavilion boiler</td> <td>705.18</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Yew tree works</td> <td>780.00</td> </tr> <tr> <td>Activ Security Ltd</td> <td>CCTV,alarms annual maintenance</td> <td>480.00</td> </tr> <tr> <td>Activ Security Ltd</td> <td>New HD CCTV camera</td> <td>330.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1156.08</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>305.67</td> </tr> <tr> <td colspan="3">Direct Debits</td> </tr> <tr> <td>NEST</td> <td>Pensions</td> <td>89.17</td> </tr> <tr> <td>British Gas Business</td> <td>Pavilion gas 1.11.16 – 30.11.16</td> <td>97.77</td> </tr> <tr> <td>British Gas Business</td> <td>Pavilion electricity 2.11.16 – 2.12.16</td> <td>311.82</td> </tr> <tr> <td>TalkTalk Business</td> <td>Broadband,phone 27.12.16-26.1.17</td> <td>49.61</td> </tr> <tr> <td colspan="3">Multipay Charge Card</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly card fee Dec 16</td> <td>3.00</td> </tr> <tr> <td>Amazon</td> <td>Printer cartridge</td> <td>11.94</td> </tr> <tr> <td>Total</td> <td></td> <td>4350.24</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Moore. Seconded by Cllr Edwards. All in favour.</p>	CPS Ltd	Repair pavilion boiler	705.18	Brookfield Contracting	Yew tree works	780.00	Activ Security Ltd	CCTV,alarms annual maintenance	480.00	Activ Security Ltd	New HD CCTV camera	330.00	Salaries	Salaries	1156.08	Expenses	Expenses	30.00	HMRC	PAYE/NI	305.67	Direct Debits			NEST	Pensions	89.17	British Gas Business	Pavilion gas 1.11.16 – 30.11.16	97.77	British Gas Business	Pavilion electricity 2.11.16 – 2.12.16	311.82	TalkTalk Business	Broadband,phone 27.12.16-26.1.17	49.61	Multipay Charge Card			Lloyds Bank	Monthly card fee Dec 16	3.00	Amazon	Printer cartridge	11.94	Total		4350.24	
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8.3	<p><u>To review Quarter 3 Budget & bank reconciliation</u> Circulated and copies available at the meeting. Agreed to accept Quarter 3 budget review and bank reconciliation.</p>																																																	
8.4	<p><u>To consider quote from Connections Bus for 2017/18 provision</u> Acceptance of fee increase of 1% to £236 per session proposed by Cllr Moore. Seconded by Cllr Butlin. All in favour.</p>																																																	
8.5	<p><u>To approve 2017/18 Budget</u> Draft budget circulated and available at the meeting. Noted: - Pavilion & MUGA are the biggest financial risk and it would be prudent to retain £35,000 in earmarked reserves, particularly as MUGA surface life estimate is approx. 10 years (Constructed 2009.) - Tennis courts may need to be resurfaced in the near future. - £14,055 Section 106 payments need to be spent within 10 years of receipt. Clerk to circulate breakdown. Proposed by the Chairman that the budget of <u>£60,545</u> should be approved. Seconded by Cllr Grove. All in favour.</p>	Clerk																																																
8.6	<p><u>To set Precept for 2017/18</u> Proposed by Cllr Edwards that the Precept should be set at <u>£35,350</u> (1% increase on 2016/17.) Seconded by the Chairman. All in favour. Noted Band D property equivalent cost would remain unchanged.</p>																																																	
17/9	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)																																																	
9.1	<u>County Councillors Report</u> No county councillors present.																																																	
9.2	<u>District Councillors Report</u> Cllr Edwards had nothing further to add to the report.																																																	

9.3	<p><u>Humpty Dumpty Pre-School – grant report</u> Report stated that the allocation of the £3,000 PC grant could not be defined and had been used towards day-to-day running costs. A profit & loss summary had been included stating a ‘profit’ had been achieved in 2015/16. Clerk to notify Humpty Dumpty that charity accounts should be produced on a Receipts and Payment basis and should state ‘surplus’ rather than profit.</p>	
17/10	<p>TO CONSIDER CORRESPONDENCE RECEIVED</p> <p>10.1 <u>Heidi Allen. MP</u> – request for feedback on public transport issues. 10.2 <u>SCDC</u> – email advising officer will visit in New Year to assess request for dog bin. 10.3 <u>SCDC</u> – Northstowe Community Forum, 18 January 10.4 <u>SCDC</u> - Tree health & safety 10.5 <u>SCDC</u> – North Area Parishes Transport meeting, 25 January 10.6 <u>Connections Bus Project</u> – fees 2017/18</p>	
17/11	<p>TO CONSIDER PLANNING RELATED MATTERS</p> <p>11.1 <u>To consider Northstowe application ref S3477/16/RM</u> – Phase 1, Parcel H2 – 135 dwellings. Unanimously agreed to make <u>no recommendation</u>. 11.2 <u>To consider tree works application ref S3485/16/TC</u> – 71 High Street – remove 2 branches lime tree. Cllr Edwards declared an interest as applicant is near neighbour. Unanimously agreed to make <u>no comments</u>. 11.3 <u>To note any planning application decisions</u> <u>Ref S/2897/16/LD</u> – 2 Phypers Cottages – Lawful Development Certificate for caravan – <u>approved</u>.</p>	
17/12	<p>TO CONSIDER PAVILION RELATED MATTERS</p> <p>12.1 <u>To report on progress ref possible extension</u> Cllr Moore had completed outline planning application. Agreed this should be submitted. (Cost to PC £190.) Noted if extension is approved it must be for use by everyone; not just the football club. 12.2 <u>To report on installation of new CCTV camera</u> Installation had been completed. 12.3 <u>To report on boiler repair works</u> Faulty PCBs had been replaced. 12.4 <u>To approve Licence to Occupy</u> Draft circulated prior to the meeting. Some amendments were suggested. Clerk to take these to the Pavilion meeting on 18 January. Revised draft to be brought to February meeting for approval.</p>	Clerk
17/13	<p>TO CONSIDER RECREATION GROUND RELATED MATTERS</p> <p>13.1 <u>To report on football container installation</u> Football club had advised there is no possibility of moving the container to its agreed location until the ground is dry as would damage the football pitch to do so now. Noted the football club must re-instate any spoilt ground at their own cost 13.2 <u>To consider quotes from Brookfield Contracting for extra grounds maintenance works</u> Circulated prior to the meeting. Agreed to waive Financial Regulation 11.1.h (requirement to obtain 3 quotes for contract value over £1,000) as work is required for healthy and safety reasons and it needs to be completed before bird nesting season.</p>	

	<p>Proposed by the Chairman that the following quotes should be accepted. Seconded by Cllr Edwards. All in favour.</p> <p><u>£1,600 + VAT</u> – for tree works along south side of Rec next to ditch</p> <p><u>£400 + VAT</u> – to remove lower limbs on all trees at the top and bottom of Rec to allow machines to cut back edges to prevent future encroachment.</p> <p>Proposed by Cllr Butlin that the <u>£280 + VAT</u> quote for tidying up edges and reseeding alongside new path should be accepted. Seconded by Cllr Starling. All in favour.</p>	
17/14	<p>TO REPORT ON MEETINGS ATTENDED</p> <p>None.</p>	
17/15	<p>TO DISCUSS FUTURE OF OAKINGTON & WESWICK JOURNAL</p> <p>Cllr Butlin reported that the CP steering group and action group's chairs are to look for volunteers to manage and distribute the journal.</p> <p>Noted that the Community Association AGM would be held on 10 January. Chairman and Cllr Butlin to attend.</p>	
17/16	<p>DATE OF NEXT MEETING</p> <p>Parish Council – Monday 13 February 2017</p> <p>Planning meeting – Monday 23 January 2017</p>	
	<p>The meeting was declared closed at 9.02pm</p>	