

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 13 February 2017 at 7.30pm**

Agenda No:		Action/ Power¹
	Present: Cllrs M Oakley (Chairman), J Grove, G Butlin, S Moore, A Field. Cnty Cllr Jenkins. (part meeting) Clerk: L Lawrence. 4 members of the public. In attendance: Sue Heaver (on behalf of O&W Tennis Club) Absent: Cllr J Bailey.	
17/17	APOLOGIES FOR ABSENCE Cllr S Edwards (personal), Cllr T Starling (personal)	
17/18	DECLARATIONS OF INTEREST None declared.	
17/19	PUBLIC OPEN SESSION No comments or questions from members of the public.	
17/20	CO-OPTION TO PARISH COUNCIL One application had been received for the casual vacancy. Proposed by the Chairman that Elisabeth Warboys should be co-opted on to the Parish Council. Seconded by Cllr Field. All in favour. Mrs Warboys signed the Declaration of Acceptance of Office.	
17/21	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 9 JANUARY 2017 Approval proposed by Cllr Butlin. Seconded by Cllr Moore. All in favour. Minutes were signed by the Chairman.	
17/22	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 23 JANUARY 2017 Approval proposed by Cllr Moore. Seconded by Cllr Grove. All in favour. Minutes were signed by the Chairman.	
17/23	MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA None.	
17/24	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
24.1	<u>County Councillors Report</u> Cnty Cllr Jenkins reported that the Council would be meeting on 14 February to consider budget and set council tax for 2017/18. He is due to meet Andy Campbell, Stagecoach and asked if there were any issues with the bus service currently. Noted C6 improved but still not perfect. Clerk to email Cllr Jenkins a copy of the 'bus hub' recommendation	
24.2	<u>District Councillors Report</u> None present.	Clerk

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

17/25	TO CONSIDER CORRESPONDENCE RECEIVED	
25.1	<u>SCDC</u> – confirmation that vacancy can be filled by co-option.	
25.2	<u>NHS</u> – consultation on integrated out of hours base at Addenbrookes Hospital.	
25.3	<u>Resident</u> – lack of dog bins in Oakington. Notification received that SCDC would assess proposed sites this week and install over the next month.	
25.4	<u>Histon & Impington PC</u> – official name of ‘Gatehouse’ Road? – agreed preference for Gatehouse Road and that PC would be prepared to consider contributing a small amount towards cost.	
25.5	<u>Friends of H&I Rec</u> – Histon half-marathon Sun 4 June – request for permission to locate water station at Rec. Approved.	
25.6	<u>SCDC</u> – Parish tree surgery project. Clerk stated that a full tree survey should be undertaken every five years by a reputable arborist. Clerk to obtain further details on cost and remind Brookfield to undertake trees assessment.	Clerk
25.7	<u>SCDC – Local Plan hearings update</u>	
25.8	<u>Connections Bus Project</u> – termly report. Clerk to query older young people attendance.	Clerk
25.9	<u>EAG</u> – 11 January meeting minutes. Volunteers were thanked for all their hard work on clearing various sites.	
25.10	<u>Over Day Centre</u> – annual report. Noted one Oakington resident attends.	
25.11	<u>Highways England</u> – A14 newsletters.	
25.12	<u>Cambridgeshire ACRE</u> – councillors and clerks surveys – councillors encouraged to complete.	
17/26	TO CONSIDER PLANNING RELATED MATTERS	
26.1	<u>To consider application ref S0139/17/FL – 2 High Street</u> – retrospective wooden fence surrounding back garden up to 2 metres in height. Unanimously agreed to <u>object</u> . Comments – fence obscures view of traffic and pedestrians at junction of High Street/Water Lane. It is too high, visually intrusive and not in keeping with the street scene in the Conservation Area. Also erroneously stated on application that fence is in rear garden.	
26.1	<u>To consider tree works application ref S/0207/17/TC</u> – 54 High Street – fell silver Birch. Replace with Rowan. Unanimously agreed <u>no objections</u> or comments.	
26.2	<u>To note any planning application decisions</u> None received.	
17/27	TO CONSIDER FINANCE RELATED MATTERS	
27.1	<u>Approval of payment of the following accounts due.</u>	
	Connections Bus 11 visits 5.9.16-12.12.16 3269.00	
	EEAOP Orchard trees 65.80	
	Activ Security Ltd 2 back-up batteries, Pavilion alarms 60.00	
	Furnitubes Hammersmith railings, pond 1309.92	
	Salaries Salaries 1301.70	
	Expenses Expenses 30.00	
	HMRC PAYE/NI 401.53	
	Direct Debits	
	NEST Pensions 111.46	
	British Gas Business Pavilion gas 1.12.16 – 31.12.16 164.60	
	British Gas Business Pavilion electricity 3.12.16-31.1.17 599.61	
	TalkTalk Business Broadband,phone 27.1.17 -26.2.17 48.13	
	Multipay Charge Card	
	Lloyds Bank Monthly card fee Dec 16 3.00	
	Total 7364.75	

	<u>Approval</u> proposed by Cllr Moore. Seconded by Cllr Field. All in favour.	
27.2	<u>Income Received</u> Santander Reward Saver Interest Jan 17 1.45 Hibbitt & Sons Memorial fee - Taylor 127.00 R Stebbings Funeral Serv Interment - Webb 145.00 HMRC VAT refunds 1.10.16-31.12.16 840.21 G Butlin Contribution to new pond railings 50.00 Total 1163.66	
27.3	<u>To review contribution to cost of Connections Bus MUGA hire on Monday evenings.</u> Proposed by Chairman that the PC should continue to contribute towards cost of hourly hire at rate of £8 per session. Seconded by Cllr Butlin. All in favour. Noted this would be approx. £336 per annum.	
17/28	TO CONSIDER RECREATION GROUND RELATED MATTERS	
28.1	<u>To consider request from Tennis Club to amend lease agreement and for club to install wind break netting.</u> There were no objections to the Tennis Club installing wind break netting. Concern was expressed about the suggested lease amendments which would permit non village members to take on key roles on the club committee. The courts are leased to the club at a low rental cost on the basis the membership is 75% parish residents and that the administration and financial control of the Club is in the hands of residents. The PC may need to consider a rent increase if the management structure were to change. In response to a question, Sue Heaver stated that the majority of members are residents but they need to allow outside members to join the committee to be able to survive as a club. The Tennis Club were asked to consider this matter again and bring a new proposal to a future meeting.	
17/29	TO CONSIDER PAVILION RELATED MATTERS	
29.1	<u>To report on progress ref possible extension</u> Cllr Moore reported that the planning application had been submitted. He will forward the Clerk a receipt for £192.50 so that he can be reimbursed.	Cllr Moore
29.2	<u>To receive written report on Pavilion meeting held 18 January</u> Report had been circulated prior to the meeting. Clerk reported that unfortunately Oakington Vikings Senior FC had folded due to lack of membership. It was agreed that the goal posts should be removed from the Rec as they had been highlighted as a medium risk in the last play area inspection report.	Clerk
29.3	<u>To report on MUGA surface issue</u> Hirers had reported that the MUGA surface is slippery even when not wet/frosty. Clerk & pavilion caretaker had met with two contractors on site. Both stated that the surface requires decompaction, moss/mould spraying and extra sand added. Clerk to obtain three quotes. Agreed damaged kickboards should be removed. Noted replacements not required as the rebound fence is adequate for football.	Clerk
29.4	<u>To approve Licence to Occupy</u> Amended draft circulated prior to the meeting. Proposed by Cllr Moore that the revised licence should be approved. Seconded by Cllr Grove. All in favour.	
17/30	TO CONSIDER COMMUNITY PLAN RELATED MATTERS	

30.1	<u>To receive update report on pond railings replacement</u> Railings and posts to be delivered on 14 February. Highways contractor to undertake wall repairs and install/paint railings around 13 th March. EAG had chosen the paint colour 'Traffic White'	
30.2	<u>To receive update report on pond restoration</u> John Terry reported that Heritage Lottery Fund had been selected as the most appropriate grant funder. He asked if anyone had any old photos of the village pond to let him know. EAG is to produce an education pack to involve the school in the project. Agreed the pack could be displayed in the phone kiosk library. It had already been agreed that the PC would submit the application. EAG to draft and forward to the Clerk so that it can be approved at a PC meeting. Aim is to complete the work this autumn if grant obtained. EAG were thanked for their hard work on this.	
17/31	TO NOTE CLERK'S COMPLETION OF CILCA QUALIFICATION Clerk was congratulated on successful completion of CiLCA. Agreed to review her salary next financial year.	
17/32	TO REPORT ON MEETINGS ATTENDED Community Association AGM – Chairman & Cllr Butlin. A temporary Chair and Secretary were appointed to lead a working group to develop proposals for the future of the CA, Journal and Village Day. Health & Safety training – Clerk. Highlighted need to enhance the existing 'Rules of Use' for organised events held on Rec. Draft (based on example provided by insurer) to be brought to future meeting for consideration. Northstowe – Chairman, Cllrs Moore & Edwards – all plots in Phase 1 now taken. Reserved matters applications for Phase 2 would be forthcoming soon. History Society – Duncan Sayer to attend on 18 th May to talk about Rec archaeology. Noted that artefacts would be returned to the parish in three years and would need to be housed.	Clerk
17/33	DATE OF NEXT MEETING Parish Council – Monday 13 March 2017 Planning meeting – Monday 27 February 2017 – if required	
	The meeting was declared closed at 9.16pm	