

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 10 April 2017 at 7.30pm**

Agenda No:		Action/ Power¹
	Present: Cllrs M Oakley (Chairman), J Grove, G Butlin, S Edwards, J Bailey, T Starling, S Moore, E Warboys. Dist Cllr Harford. Dist Cllr Wotherspoon. Cnty Cllr Jenkins. (part meeting) Clerk: L Lawrence. 2 members of the public.	
17/48	APOLOGIES FOR ABSENCE Cllr A Field (personal), Dist Cllr Wotherspoon, Cnty Cllr Mason	
17/49	DECLARATIONS OF INTEREST Cllr Edwards declared an interest ref item 56.2 as he is Vice-chair of the PCC.	
17/50	PUBLIC OPEN SESSION No comments or questions from members of the public.	
17/51	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 13 MARCH 2017 Approval proposed by Cllr Grove. Seconded by Cllr Warboys. 6 in favour. 2 abstained. Minutes were signed by the Chairman. (Agreed that, in accordance with Standing Order 12a, minutes duly served with the agenda shall be taken as read in future.)	
17/52	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 27 MARCH 2017 Approval proposed by Cllr Starling. Seconded by Cllr Grove. 5 in favour. 3 abstained. Minutes were signed by the Chairman.	
17/53	MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA None.	
17/54	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.) 54.1 <u>County Councillors Report</u> – no county councillors present. 54.2 <u>District Councillors Report</u> – Cllr Edwards reported that Beverley Agass had been appointed as the new Chief Executive for SCDC.	
17/55	TO CONSIDER CORRESPONDENCE RECEIVED 55.1 <u>Cambs Police</u> – notification that Tony Martin is our new PCSO. 55.2 <u>PKF Littlejohn</u> – notification of external audit on 12 June. 55.3 <u>EAG</u> – 27 February meeting minutes. 55.4 <u>SCDC</u> – Local Plan Inspector’s finding on Local Green Spaces. 55.5 <u>Resident</u> – request for bouncy castle on Rec during children’s party. Considered under item 58.3 55.6 <u>ACRE</u> – Rural Services Survey results 55.7 <u>CCC</u> – Local Highways Initiative 2017/18 results. Noted speed monitoring unit application had missed out by just one point.	

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

55.8	<u>SCDC</u> – Northstowe Community Forum 26 April																																								
55.9	<u>Resident email</u> – email of thanks re new dog waste bin.																																								
55.10	<u>Resident/CCC</u> – emails ref drainage ditch rear of High Street. Despite several lines of enquiry, it has not yet been possible to establish ownership. Proposed by Cllr Butlin that Land Registry plans that may help identify ownership should be purchased at cost of <u>£12</u> . Seconded by Cllr Bailey. All in favour.																																								
55.11	<u>City Deal</u> – Greenways Project.																																								
55.12	<u>Wings for Life World Run</u> – update on road closures.																																								
55.13	<u>SCDC</u> - notification that Rob Mungovan, Ecology officer will leave in May.																																								
55.14	<u>EA</u> – change to the Flood Warning Service.																																								
17/56	TO CONSIDER PLANNING RELATED MATTERS																																								
56.1	<u>To consider new application ref S1041/17/FL</u> – 17 Orchard Way– single storey front and rear extension and part garage conversion to study. Unanimously agreed to <u>support</u> . Comment: the PC is concerned about the lack of detailed flood risk assessment as Orchard Way properties were flooded in 2014 and seeks assurance that mitigation measures are being taken. <i>Cllr Edwards left the meeting.</i>																																								
56.2	<u>To consider tree works application ref S/1044/17/TC</u> – St Andrews Church – reduce lower branches of Cedrus Atlantica. Unanimously agreed to make <u>no comments</u> . <i>Cllr Edwards returned to the meeting.</i>																																								
56.3	<u>To consider tree works application ref S/1130/17/TC</u> – 51 High Street – reduce Yew by 1.5 metres. Unanimously agreed to make <u>no comments</u> .																																								
56.4	<u>To note any planning application decisions</u> S/0561/17/LD – <u>36 Coles Lane</u> – Lawful Development Certificate. S/0520/17/TC – <u>Stocks Green, High Street</u> – tree works – approved.																																								
17/57	TO CONSIDER FINANCE RELATED MATTERS																																								
57.1	<u>Approval of payment of the following accounts due.</u> <table border="0"> <tr> <td>Brookfield Groundcare</td> <td>Grass cutting March</td> <td>775.68</td> </tr> <tr> <td>Connections Bus Project</td> <td>10 visits Jan-March 17</td> <td>2335.00</td> </tr> <tr> <td>Cambridge Water</td> <td>Pavilion water Sept-March 17</td> <td>224.83</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1184.80</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>309.36</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</td> <td>122.26</td> </tr> <tr> <td>British Gas Business</td> <td>Pavilion electricity</td> <td>240.52</td> </tr> <tr> <td colspan="3">Multipay Charge Card</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly card fee March 17</td> <td>3.00</td> </tr> <tr> <td>Total</td> <td></td> <td>5314.62</td> </tr> </table> <u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Butlin All in favour.	Brookfield Groundcare	Grass cutting March	775.68	Connections Bus Project	10 visits Jan-March 17	2335.00	Cambridge Water	Pavilion water Sept-March 17	224.83	Salaries	Salaries	1184.80	Expenses	Expenses	30.00	HMRC	PAYE/NI	309.36	Direct Debits			NEST	Pensions	89.17	British Gas Business	Pavilion gas	122.26	British Gas Business	Pavilion electricity	240.52	Multipay Charge Card			Lloyds Bank	Monthly card fee March 17	3.00	Total		5314.62	
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57.2	<u>Income Received</u> <table border="0"> <tr> <td>Santander</td> <td>Reward Saver Interest March 17</td> <td>1.32</td> </tr> <tr> <td>M Good.</td> <td>Boot camps Sep – Dec 16</td> <td>55.00</td> </tr> <tr> <td>Total</td> <td></td> <td>56.32</td> </tr> </table>	Santander	Reward Saver Interest March 17	1.32	M Good.	Boot camps Sep – Dec 16	55.00	Total		56.32																															
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57.3	<u>To consider purchase of laptop and Office software for Clerk</u> Clerk had circulated details of various laptops prior to the meeting. Proposed by the Chairman that Clerk should be given delegated authority in consultation with the Chairman to purchase a laptop, security software and Office 365 up to a maximum value of <u>£500</u> . Seconded by Cllr Grove. All in favour.																																								

57.4	<u>To consider purchase of Speed Monitoring Device</u> The PC expressed disappointment that the LHI grant bid had failed by just one point. Noted that TAG would support an outright purchase. After a lengthy discussion it was agreed that the Clerk should contact clerks of adjoining parishes to ask if their councils would be interested in making a joint purchase of monitoring unit with a view to it being shared between those parishes. Cllr Edwards to check if it would be possible to make a Community Chest application.	Clerk Cllr Edwards
57.5	<u>To consider purchase of additional 'No Dogs' signs</u> Proposed by Cllr Butlin that a pack of six 'No Dogs' signs should be purchased at a cost of approximately £40. Seconded by Cllr Starling. All in favour.	
57.6	<u>To consider Clerk's National Salary Award increment from 1 April 17</u> Proposed by the Chairman that the revised pay scale from 1 April 2017 should be accepted. Seconded by Cllr Starling. All in favour.	
17/58	TO CONSIDER RECREATION GROUND RELATED MATTERS	
58.1	<u>To consider motion signed by 3 Councillors to rescind decision made under minute 17/43.4 at 13 March meeting to refuse permission for 6am midweek boot camps</u> 4 in favour of the motion to rescind. 3 against. 1 abstained.	
58.2	<u>In the event that item 58.1 is resolved in favour to rescind: To consider request for 6am boot camps</u> Proposed by the Chairman that the PC should allow 6am midweek boot camps on a trial basis of two months. Seconded by Cllr Butlin. All in favour. Clerk to inform applicant that the noise level must be kept to a minimum and that a review would take place at the end of the two months.	Clerk
58.3	<u>To consider revised Recreation Ground Rules of Use</u> Draft rules had been circulated prior to the meeting. Proposed by Cllr Moore that the rules should be adopted. Seconded by Cllr Warboys. All in favour.	
58.4	<u>To report on Cemetery memorials inspection</u> Clerk and Clerk had undertaken 'hand test' checks on all memorials. No concerns to report.	
17/59	TO CONSIDER PAVILION RELATED MATTERS	
59.1	<u>To consider proceeding to Full Planning application for extension</u> Cllr Moore reported that the storage container had now been moved to the correct location. It was agreed that Cllr Moore should obtain pre-application advice from SCDC and bring this to a future meeting so that a decision can be made on submitting the full application.	Cllr Moore
59.2	<u>To consider charging Pavilion Committee annual £1 peppercorn rental</u> Proposed by the Chairman that the Pavilion Committee should be charged £1 annual rental. Seconded by Cllr Butlin. All in favour. Proposed by the Chairman that in view of the cost involved, the rental should not be collected. Seconded by Cllr Grove. All in favour.	
17/60	TO CONSIDER COMMUNITY PLAN RELATED MATTERS	
60.1	<u>To report on EAG meeting held 4 April</u> Cllr Butlin reported on the following; 1. Flood group had not received any response to update requests from HCA on the current situation regarding the balancing ponds and had contacted Heidi Allen, MP for assistance. Chairman offered to follow up on this at the Northstowe forum. 2. Pond grant application work continues. EAG to bring this to the May meeting	May agenda

	<p>for approval.</p> <p>3. 'Strawberry' field is covered with thistles and needs to be sprayed to prevent seeds spreading.</p> <p>4. Overgrown hedges along the Water Lane/Coles Lane public footpath. Noted these need to be reporting via Highways faults online system.</p> <p>5. Allotments – Oakington Allotment Association does not currently have a waiting list. Agreed Clerk should try to contact people on the PC waiting list to ask if they are still interested in having an allotment. Chairman suggested putting a note in the next journal inviting those interested in having an allotment to make contact.</p>	Clerk
17/61	<p>TO REVIEW FINANCIAL REGULATIONS</p> <p>Draft revised Financial Regulations (based on model update) had been circulated prior to the meeting. Proposed by the Chairman that they should be adopted. Seconded by Cllr Bailey. All in favour.</p>	
17/62	<p>TO REVIEW STANDING ORDERS</p> <p>Draft revised Standing Orders (Section 18. Financial Controls & Procurement) had been circulated prior to the meeting. Proposed by the Chairman that they should be adopted. Seconded by Cllr Edwards. All in favour.</p>	
17/63	<p>TO REPORT ON MEETINGS ATTENDED</p> <p>Chairman: Brook bank visit with Andrew Dennis. Several maintenance suggestions to be brought a future meeting for consideration.</p> <p>Cllr Moore: New house extension in Croft Lane has been partially built across the public footpath. To be reported as a Highways fault.</p> <p>Cllr Warboys: New councillor training run by LCPAS.</p> <p>Cllr Warboys: A14 mobile display which included a very large scale detailed map.</p>	Cllr Moore
17/64	<p>DATE OF NEXT MEETING</p> <p>Parish Council – Monday 8 May (Annual Meeting). Agenda item: Play Area inspections.</p> <p>Planning meeting – Monday 24 April (after APM)</p>	May agenda
	The meeting was declared closed 9.30pm	