

**Minutes of the Annual Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 8 May 2017 at 7.30pm**

<b>Agenda No:</b>		<b>Action/ Power<sup>1</sup></b>
	Present: Cllrs M Oakley (Chairman), J Grove, G Butlin, S Edwards, J Bailey, T Starling, S Moore. Dist Cllr L Harford (part meeting). Cnty Cllr P Hudson (part meeting) Clerk: L Lawrence. 6 members of the public.	
17/65	<b>TO ELECT THE CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b>  Cllr Oakley proposed as Chairman by Cllr Moore. Seconded by Cllr Grove. No other nominations. All in favour. Cllr Oakley signed the Declaration of Acceptance of office.	
17/66	<b>TO ELECT THE VICE-CHAIRMAN OF THE COUNCIL AND TO RECEIVE THE VICE-CHAIRMAN'S DECLARATION OF ACCEPTANCE OF OFFICE</b>  Cllr Starling proposed as Vice-chairman by Cllr Bailey. Seconded by Cllr Edwards. No other nominations. All in favour.	
17/67	<b>APOLOGIES FOR ABSENCE</b>  Cllr A Field (personal), Cllr E Warboys (personal)	
17/68	<b>DECLARATIONS OF INTEREST</b>  None declared.	
17/69	<b>PUBLIC OPEN SESSION</b>  Dry Drayton Road resident stated that vibrations from vehicles (HGVs in particular) travelling over the speed hump outside his house are causing noise and property damage issues. Cnty Cllr Hudson agreed to take this up with Highways. Saxon Close residents reported an issue of large groups of young people regularly causing a nuisance when playing football on the small green area. They had been informed that there had been a 'No Balls Games' sign on the green at one point and suggested an ideal solution would be to have a gate from the close on to the Rec to allow easier access for football playing there. Noted that the green area is SCDC responsibility. Cllr Edwards investigate if there is any restriction in the Section 106 agreement on ball games.	Cnty Cllr Hudson  Cllr Edwards
17/70	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 10 APRIL 2017</b>  Approval proposed by Cllr Grove. Seconded by Cllr Moore. All in favour. Minutes were signed by the Chairman.	
17/71	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 24 APRIL 2017</b>  Approval proposed by Cllr Starling. Seconded by Cllr Grove. All in favour. Minutes were signed by the Chairman.	

<sup>1</sup> Specific legislation which permits parish council to exercise discretionary statutory power

17/72	<p><b>MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA</b></p> <p>72.1 <u>Ref item 17/60.1</u> Clerk reported that there is currently only one Oakington and one Longstanton resident on the allotments waiting list.</p> <p>72.2 <u>Ref item 17/55.10</u> – Chairman reported that the Land Registry searches on two areas of identified land were not the High Street ditch and therefore it appears not to have been registered. It is possible it belongs to the original Days Meadow land owner.</p> <p>72.3 <u>Ref item 17/63</u> – Cllr Moore had written to CCC Rights of Way officer about the Coles Lane extension as the owner had informed SCDC planning officer that he owns the land over which the right of way passes.</p>	
17/73	<p><b>TO APPOINT THE FOLLOWING OFFICERS FOR 2017:</b></p> <p>Recreation Ground/Play area – Cllr Bailey, Cllr Warboys  Oakington Charities – Cllr Grove  Youth Provision – Cllr Moore, Cllr Field  Pavilion Committee – Cllr Starling (Cllr Edwards – reserve)  Community Association – Cllr Edwards, Cllr Moore  Cemetery/Martyrs Graves – Chairman, Cllr Warboys  Community Plan – Cllr Butlin  Tree Warden – Cllr Grove  Community Orchard – Cllr Edwards  Northstowe – Chairman, Cllr Moore</p>	
17/74	<p><b>TO RECEIVE REPORTS</b>  (Circulated prior to the meeting and available on PC website.)</p> <p>74.1 <u>County Councillors Report</u> – Chairman welcomed Peter Hudson, our newly elected County Councillor. Cllr Hudson confirmed he will issue a monthly report and will arrange a catch up meeting with the Chairman/Clerk.</p> <p>74.2 <u>District Councillors Report</u> – Cllr Harford had nothing further to add to her report. Cllr Edwards reported that £55,000 had been allocated to the Community Chest grant scheme this year and applications had already been received totalling £34,000</p>	
17/75	<p><b>TO CONSIDER CORRESPONDENCE RECEIVED</b></p> <p>75.1 <u>SCDC</u> – Local Plan Hearings programme  75.2 <u>Camb's ACRE</u> – Managing Green Spaces 24 May  75.3 <u>Police</u> – Parish Council Conference 1 August  75.4 <u>Connections</u> - termly report  75.5 <u>SPEP</u> – Open ECO Homes 9 May  75.6 <u>Bloor Homes</u> – Northstowe launch invitation 11 May. Chairman to attend.  75.7 <u>EAG</u> – minutes 4 April  75.8 <u>Resident</u> – copy of email to Wings for Life regarding non receipt of either event notification letter. Noted parish roads had been closed for almost six hours due to the race route including several loops round the local villages. PC concerned that there had been no consultation on this event at all. Cnty Cllr Hudson to pursue this with CCC officers.  <i>Cllrs Harford &amp; Hudson left the meeting.</i></p> <p>75.9 <u>OWN</u> – Big Lunch 17 June – permission sought to use Rec. To be considered at June meeting or May Planning meeting (if held)</p> <p>75.10 <u>Chris Tunstall, City Deal</u> – confirmation that the ‘bus hubs’ project manager would be in touch regarding the suggestion put forward at the APM of using Oakington as a test case for a local hub.</p>	Cnty Cllr Hudson

17/76	<b>TO CONSIDER PLANNING RELATED MATTERS</b>																																																		
76.1	<u>To note any planning application decisions</u>  Ref S/0504/17/FL – 91 Water Lane. Single storey side and rear extension. First floor build over existing single storey. <u>Approved</u> Ref S/2011/14/OL – Northstowe Phase 2. <u>Approved</u> .																																																		
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77.1	<u>Approval of payment of the following accounts due.</u> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Martin Hardy Associations</td> <td>MUGA remedial work</td> <td style="text-align: right;">720.00</td> </tr> <tr> <td>Cambridge Water</td> <td>Pavilion water 28.3.17-31.3.17</td> <td style="text-align: right;">3.59</td> </tr> <tr> <td>CAPALC</td> <td>2017/18 membership</td> <td style="text-align: right;">350.45</td> </tr> <tr> <td>Seton</td> <td>No Dogs signs</td> <td style="text-align: right;">47.58</td> </tr> <tr> <td>M Oakley</td> <td>Chairman's allowance 2016</td> <td style="text-align: right;">100.00</td> </tr> <tr> <td>A Starling</td> <td>Vice-chairman's allowance 2016</td> <td style="text-align: right;">50.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td style="text-align: right;">661.61</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td style="text-align: right;">30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td style="text-align: right;">182.18</td> </tr> <tr> <td colspan="3"><b>Direct Debits</b></td> </tr> <tr> <td>NEST</td> <td>Pensions</td> <td style="text-align: right;">90.10</td> </tr> <tr> <td colspan="3"><b>Multipay Charge Card</b></td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly card fee March 17</td> <td style="text-align: right;">3.00</td> </tr> <tr> <td>Land Registry</td> <td>Searches – land r/o High St</td> <td style="text-align: right;">12.00</td> </tr> <tr> <td>ICO</td> <td>Annual registration fee</td> <td style="text-align: right;">35.00</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">2243.51</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Bailey All in favour.</p>		Martin Hardy Associations	MUGA remedial work	720.00	Cambridge Water	Pavilion water 28.3.17-31.3.17	3.59	CAPALC	2017/18 membership	350.45	Seton	No Dogs signs	47.58	M Oakley	Chairman's allowance 2016	100.00	A Starling	Vice-chairman's allowance 2016	50.00	Salaries	Salaries	661.61	Expenses	Expenses	30.00	HMRC	PAYE/NI	182.18	<b>Direct Debits</b>			NEST	Pensions	90.10	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly card fee March 17	3.00	Land Registry	Searches – land r/o High St	12.00	ICO	Annual registration fee	35.00	Total		2243.51	
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77.2	<u>Income Received</u> <table border="0" style="width: 100%;"> <tr> <td style="width: 30%;">Santander</td> <td>Reward Saver Interest April 17</td> <td style="text-align: right;">1.46</td> </tr> <tr> <td>South Cambs DC</td> <td>Part Precept</td> <td style="text-align: right;">17675.00</td> </tr> <tr> <td>Total</td> <td></td> <td style="text-align: right;">17676.46</td> </tr> </table>		Santander	Reward Saver Interest April 17	1.46	South Cambs DC	Part Precept	17675.00	Total		17676.46																																								
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77.3	<u>To approve accounts 2016/17</u> Draft accounts had been circulated and were available at the meeting. Clerk gave a report on key aspects. Noted that £14,055 Section 106 reserves need to be spent within 10 years of receipt. Clerk to circulate breakdown of amounts and dates. Approval proposed by Cllr Edwards. Seconded by Cllr Starling. All in favour		Clerk																																																
77.4	<u>To approve Annual Return Section 1 – Annual Governance Statement 2016/17</u> Annual Governance Statement had been circulated and was available at the meeting. Clerk had also circulated examples of internal controls in place. All sections were considered and agreed as 'Yes'. Approval of Annual Governance Statement proposed by Cllr Bailey. Seconded by Cllr Grove. All in favour.																																																		
77.5	<u>To approve Annual Return Section 2 – Accounting Statements 2016/17</u> Draft Accounting Statements had been circulated and were available at the meeting. Approval proposed by Cllr Bailey. Seconded by Cllr Moore. All in favour.																																																		
77.6	<u>To review charges &amp; payments for 2017</u> Agreed the following: Use of Rec by organisations from outside the parish - £10 per session. Plus £10 per hour. Tennis Club – to remain at £165 whilst administration and financial control remains in the hands of Oakington or Westwick residents.																																																		

77.7	<p>No other changes made.</p> <p><u>To consider request from Community Association for a £250 contribution to journal costs</u>  Noted it is clear from financial information provided that the CA is currently operating under a very tight budget.  Proposed by the Chairman that a contribution of <u>£250</u> should be made towards journal costs this year. Seconded by Cllr Moore.  Clerk to inform CA that the PC would consider a further request for financial support towards journal costs later this year if required.</p>	
17/78	<p><b>TO CONSIDER COMMUNITY PLAN RELATED MATTERS</b></p>	
78.1	<p><u>To consider pond restoration Heritage Lottery grant application</u>  Notes on draft application and various supporting papers supplied by EAG had been circulated prior to the meeting.  The Chairman stated that the Parish Council does not own the pond. The 1834 Inclosure Act shows it as a “Public Pond”. Under the Public Health Act 1936 the PC does have the power to maintain ponds. However, it may be necessary to register ownership to be able to undertake more extensive work.  Cllr Edwards agreed to ask SCDC Legal Team about who is responsible for “Parish” assets.  James Youd (EAG) agreed to contact Heritage Lottery Fund to find out if Parish ownership would be an issue.  Cllr Grove to find out if the History Society has any records that may help establish ownership.  Application to be brought back to June meeting for consideration.</p>	<p>Cllr Edwards</p> <p>Cllr Grove</p> <p>June agenda</p>
17/79	<p><b>TO CONSIDER RECREATION GROUND RELATED MATTERS</b></p>	
79.1	<p><u>To report on path grass seeding work</u>  Brookfield had added topsoil and grass seed and had informed clerk that more grass seed would be added. He had kindly made no charge for the work.  Noted that weeds are taking over.</p>	
79.2	<p><u>To consider request from Community Association to use Rec for Village Day on 1 July and to approve payment of Public Liability Insurance</u>  Quote of <u>£313 for PL insurance</u> had been received.  Proposed by Cllr Grove that permission should be granted for use of Rec and PC should pay for the PL insurance. Seconded by the Chairman. All in favour.</p>	LGA 1972 s145
17/80	<p><b>TO CONSIDER PAVILION RELATED MATTERS</b></p>	
80.1	<p><u>To update on extension planning application</u>  Cllr Moore reported that the planning application had not been submitted as there is an issue regarding the inclusion of toilets. He had arranged to speak to the planning officer about it again this week.</p>	
80.2	<p><u>To consider quote for 2 new HD CCTV cameras</u>  Proposed by the Chairman that the PC should accept the Activ Security quote of <u>£425 + VAT</u> for two HD cameras. Seconded by Cllr Edwards. All in favour.  Clerk to report issue with online CCTV viewing.</p>	LGA 1976 s19
80.3	<p><u>To report on completion of MUGA surface remedial works</u>  Decompaction and sand dressing had been completed. Positive comments had been received from hirers. Noted the MUGA will probably require annual remedial work to prolong surface life.</p>	
17/81	<p><b>TO CONSIDER PROPOSED GOOD NEIGHBOURS SCHEME</b></p> <p>Chairman had circulated details of new Good Neighbours Scheme to CLAG,</p>	

	OWN and Community Association. Cllr Butlin suggested giving OWN more time to respond as this is the type of scheme that would fall under their remit.	
17/82	<p><b>TO REPORT ON MEETINGS ATTENDED</b></p> <p>Chairman &amp; Cllr Butlin – Community Association – noted the current committee had voted that the CA should continue.  Chairman, Cllr Edwards &amp; Cllr Moore – Northstowe Parish Forum – raised lack of progress on Dry Drayton Road attenuation ponds. (Response - probably within 2 years). HCA also talked about different approaches to developing play area spaces.</p>	
	<b>Agreed that Standing Order 3(v) should be suspended at 9.30pm to allow business to be completed.</b>	
17/83	<p><b>DATE OF NEXT MEETING</b></p> <p>Parish Council – Monday 12 June  Planning meeting – Tuesday 30 May – if required</p>	
17/84	<p><i>Resolution: That the public &amp; press be excluded from the remainder of the meeting owing to the confidential nature of the following business to be transacted.</i></p> <p><i>Members of the public and Clerk left the meeting.</i></p> <p><b>TO CONSIDER AN INCREMENTAL SALARY INCREASE FOR CLERK FOLLOWING COMPLETION OF CILCA</b></p> <p>It was <u>resolved</u> to raise the <u>Clerk's</u> salary by three spinal points to <u>scale point 41</u> with immediate effect. (5 in favour. 2 abstained.)</p> <p><i>The Clerk rejoined the meeting.</i></p>	
	<b>The meeting was declared closed 9.50pm</b>	