

**Minutes of the Annual Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 12 June 2017 at 7.30pm**

Agenda No:		Action/ Power¹
	Present: Cllrs M Oakley (Chairman), J Grove, J Bailey, T Starling, E Warboys. Dist Cllr L Harford. Clerk: L Lawrence. 5 members of the public.	
17/85	APOLOGIES FOR ABSENCE Cllr A Field (personal), Cllr G Butlin (work), Cllr S Moore (personal), Cllr S Edwards (meeting), Cnty Cllr P Hudson, Dist Cllr Wotherspoon.	
17/86	DECLARATIONS OF INTEREST None declared.	
17/87	PUBLIC OPEN SESSION A member of the public asked if the Community Plan had been adopted by the PC and if it had been published. Chairman responded that the steering group is currently finalising the plan which will be formally presented at a future PC meeting.	
17/88	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 8 MAY 2017 Approval proposed by Cllr Starling. Seconded by Cllr Grove. All in favour. Minutes were signed by the Chairman.	
17/89	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 30 MAY 2017 Approval proposed by Cllr Starling. Seconded by Cllr Warboys. All in favour. Minutes were signed by the Chairman.	
17/90	MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA <u>Ref item 17/72.2</u> – Clerk reported that Brian Heffernan, CCC Flood Risk Officer is looking into ownership of the High Street ditch.	
17/91	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.) 91.1 <u>County Councillors Report</u> Cllr Hudson had sent apologies. 91.2 <u>District Councillors Report</u> Cllr Harford reported that Wings for Life would not return to Cambridge in 2018. The organisers had noted the impact of the circuit route on the local villages.	
17/92	TO CONSIDER CORRESPONDENCE RECEIVED 92.1 <u>Hunts DC</u> – possible tree safety management training – agreed Clerk could attend if a place becomes available. Noted cost would be <u>£52</u> . 92.2 <u>CCC</u> – Corporate Energy Strategy. Noted. 92.3 <u>Community Association</u> – minutes 25 April. Noted. 92.4 <u>CCC, Flood & Water</u> – Cambridgeshire Weather Warning alerts. Noted. 92.5 <u>Cottenham PC</u> – Neighbourhood Development Plan – Cllr Warboys agreed to look at draft plan to ascertain if she thinks the PC should consider commenting.	

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

92.6	<u>SCDC</u> – Parish Councils Liaison meeting 27 June. Chairman to attend.	
92.7	<u>Cambs & Peterborough PCC</u> – Parish Council Conference 11 August. No interest in attending.	
92.8	<u>Environment Agency</u> – Flood Kit project – in favour of accepting offer of bespoke flood kit in principle. Agreed Chairman would arrange a meeting with Tamsyn Ellway to obtain further information and invite Flood Mitigation Group to attend.	
92.9	<u>South Cambs Police</u> – Histon Sector Panel 13 June.	
92.10	<u>Resident emails</u> - Dry Drayton Road planned closure signs. Noted that closures had been cancelled three times and there had been a complete lack of communication from Highways England.	
17/93	TO CONSIDER PLANNING RELATED MATTERS	
93.1	<u>To consider new application ref S/1676/17/FL – 9 Cambridge Road</u> – single storey rear extension and porch extension. Unanimously agreed to <u>support</u> . No comments.	
93.2	<u>To consider Northstowe Reserved Matters application ref S/1620/17/RM – Parcel H11, Phase 1</u> Noted there would be 25% affordable housing. Unanimously agreed to make <u>no recommendation</u> . No comments.	
93.3	<u>To consider new outline application ref S/1818/15/OL – Land off Rampton Road, Cottenham</u> – up to 225 residential dwellings The PC had objected to this application in February 2016. Gladman had appealed against the decision to refuse it and subsequently received approval for 200 homes. Noted that the PC had not been consulted on the 200 homes application. Unanimously agreed to <u>object</u> to this application as previously, namely on the basis of increased traffic through Oakington and a request for cycleway improvements if SCDC is minded to approve it. Add to comments that the PC is also concerned about the potential effects on safety, particularly near the school.	
93.4	<u>To note application ref S/1567/17/PN – Farmland East of Oakington Road, Girton</u> – agricultural store. Noted that the PC had not been consulted on this application which is listed on the planning portal under Oakington & Westwick.	
93.5	<u>To note any planning application decisions</u> None received.	
	TO CONSIDER FINANCE RELATED MATTERS	
94.1	<u>Approval of payment of the following accounts due.</u>	
	PC World Business Laptop 429.98	
	Community Association Pavilion water 28.3.17-31.3.17 250.00	
	Event Insurance Village Day insurance 313.00	
	Brookfield Contracting April grass cutting 931.42	
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	OMC Associates Tree survey 648.00	
	LGS Services Internal Audit 114.00	
	Salaries Salaries 867.84	
	Expenses Expenses 45.60	
	HMRC PAYE/NI 319.73	
	Direct Debits	
	NEST Pensions 122.48	
	Multipay Charge Card	
	Lloyds Bank Monthly card fee May 17 3.00	
	Office Outlet Stationery 16.98	
	Amazon Set toner cartridges 33.04	
	Amazon Yellow printer drum 18.90	

	<p>Amazon Office 365 subscription 43.37</p> <p>Malwarebytes Anti-virus subscription 29.99</p> <p>Total 5118.75</p> <p><u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Grove All in favour.</p>	
94.2	<p><u>Income Received</u></p> <p>Santander Reward Saver Interest May 17 1.41</p> <p>HMRC VAT refunds 1.1.17-31.3.17 1249.45</p> <p>Total 1250.86</p>	
94.3	<p><u>To consider Internal Audit report for year ended 31 March 2017 journal costs</u></p> <p>Report had been circulated. IA had highlighted a need to review allowances. Agreed to review the Scheme of Members' Allowance adopted July 2012.</p>	July agenda
94.4	<p><u>To approve Clerk's attendance at LCPAS Data Protection Regulations course</u></p> <p>Cost £30. Approval proposed by Cllr Starling. Seconded by Cllr Warboys. All in favour.</p>	
17/95	<p>TO CONSIDER COMMUNITY PLAN RELATED MATTERS</p>	
95.1	<p><u>To consider pond restoration Heritage Lottery grant application</u></p> <p>Response awaited from SCDC Legal Team regarding the pond status. An updated conditions survey produced by EAG had been circulated. James Youd (EAG) confirmed that the riparian owners had given permission to cross their land to undertake the work but he did not know where the respective owners land ends. However, the Nicospan to hold back silt would be located inside the pond away from riparian owned land. James agreed to check the following with Heritage Lottery Fund:</p> <ol style="list-style-type: none"> 1. Would they be prepared to accept an application from the PC which has the statutory power to maintain the pond but does not own it? 2. Is there a requirement to provide evidence of the extent of riparian land ownership? 	Public Health Act 1936 s260(1)
17/96	<p>TO CONSIDER RECREATION GROUND RELATED MATTERS</p>	
96.1	<p><u>To review two months trial of midweek early morning boot camps</u></p> <p>One complaint has been received from a Queens Way resident regarding the noise made by drivers arriving for the boot camps. He had stated that half the attendees are from Cottenham. After some discussion, it was agreed to allow the boot camps to continue for one more month and review again in July. Clerk to establish how many attend by car and from where and to ask the instructor to point out to attendees that they must close car doors quietly for the sake of residents.</p>	July agenda
96.2	<p><u>To review tree condition report</u></p> <p>OMC Associates report on all PC owned trees had been circulated. The Chairman summarised the findings. Some of the work recommended such as cutting back ivy and lower crown lifting could possibly be done by a working party. The rest would require professional tree surgery. It was agreed to obtain two separate quotes from at least 3 tree surgeons. 1. For all the work recommended. 2. For all the work minus the trees that could be dealt with by a working party.</p>	
96.3	<p><u>To consider brook bank work</u></p> <p>To mitigate risk of obstructions in the Brook some smaller trees/shrubs need to be taken down to ground level. Agreed to include this work in the specification for tree surgery work outlined at item 96.2.</p>	
96.4	<p><u>To consider request from Oakington Vikings to install new goal posts</u></p> <p>Approval granted.</p>	

96.5	<u>To consider quote for weed spraying</u> Approval of quote from Brookfield Groundcare for <u>£350 + VAT</u> proposed by Cllr Bailey. Seconded by Cllr Grove. All in favour.	
17/97	TO CONSIDER PAVILION RELATED MATTERS	
97.1	<u>To update on extension planning application</u> No update.	
97.2	<u>To report on Pavilion Committee meeting held 24 May</u> Cllr Starling summarised his report that had been circulated. Community Association had been asked to consider taking on management of the fireworks display. Noted the PC would need to review rules and consider making improvements to the bonfire area before a decision could be made regarding granting approval. The Committee had requested details of archaeological digs to be able to produce an information sheet for visitors. Cllr Grove to ask History Society.	July agenda
97.3	<u>To consider obtaining quote for car park sign</u> There had been some unauthorised overnight use of the car park recently. Clerk had drawn up 'rules of use' notice. Agreed to obtain a quote for two signs.	Cllr Grove Clerk
97.4	<u>To consider quote for block paving repairs</u> Approval of quote from Brookfield Groundcare for <u>£450 + VAT</u> proposed by Cllr Warboys. Seconded by Chairman. All in favour.	
17/98	TO CONSIDER POSITION ON POSSIBLE BUS HUB/MINI PARK & RIDE Item deferred to July meeting.	July agenda
17/99	TO REVIEW RISK ASSESSMENT Draft 2017 RA had been circulated with some minor suggested amended Approval proposed by Cllr Bailey. Seconded by Cllr Starling. All in favour.	
17/100	TO REPORT ON MEETINGS ATTENDED Chairman and Clerk had met with our new County Councillor, Peter Hudson to discuss parish-related issues.	
17/101	DATE OF NEXT MEETING Parish Council – Monday 10 July 2017 Planning meeting – Monday 26 June 2017– if required	
	The meeting was declared closed at 9.35pm.	