

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 8 January 2018 at 7.30pm**

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: Cllrs A Starling, J Bailey, J Grove, G Butlin, A Field, E Warboys, S Moore, S Edwards. Cnty Cllr P Hudson (part meeting). Clerk: L Lawrence. 6 members of the public.	
18/1	<b>ELECTION OF CHAIRMAN</b>	
1.1	<u>To elect a Chairman of the Council (Following the resignation of Mike Oakley as a parish councillor)</u> Cllr Moore proposed as Chairman by Cllr Starling. Seconded by Cllr Butlin. No other nominations. All in favour.	
1.2	<u>To receive the Chairman's Declaration of Acceptance of Office</u> Cllr Moore signed the Declaration of Acceptance of office.	
18/2	<b>APOLOGIES FOR ABSENCE</b>	
	Dist Cllr L Harford. Dist Cllr T Wotherspoon.	
18/3	<b>DECLARATIONS OF INTEREST</b>	
	None declared.	
18/4	<b>PUBLIC OPEN SESSION</b>	
	No questions or comments from members of the public.	
18/5	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 11 DECEMBER 2017</b>	
	Approval proposed by Cllr Starling. Seconded by Cllr Field. All in favour. Minutes were signed by the Chairman.	
18/6	<b>TO REVIEW DESIGNATED OFFICER RESPONSIBILITIES</b>	
	Noted that some of the existing roles are possibly no longer required or could be combined. Consensus that it would be useful to have action group link councillors. Agreed to defer decision to February meeting.	Feb agenda
18/7	<b>MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA</b>	
7.1	<u>Speed sign trial</u> – two-week trial had started on 3 January.	
7.2	<u>Pavilion CCTV</u> – cameras had been realigned.	
7.3	<u>Tomato Farm Trees</u> – Cnty Cllr Hudson reported that the trees would be cut back to the property boundary. He will find out if they will also be reduced in height and advise the Clerk.	Cllr Hudson
18/8	<b>TO RECEIVE REPORTS</b> (Circulated prior to the meeting and available on PC website.)	
8.1	<u>County Councillors Report</u> Cnty Cllr Hudson had nothing further to add to his report.	
8.2	<u>District Councillors Report</u> Dist Cllr Edwards had nothing further to add to the report.	

18/9	<b>TO CONSIDER PLANNING RELATED MATTERS</b>																																		
9.1	<u>To consider new planning applications</u> <u>S/4408/17/FL – 15 Cherry Orchard</u> Unanimously agreed to <u>support</u> . No comments.																																		
9.2	<u>To note any planning application decisions</u> <u>S/1553/17/FL – Cherry Trees, Cambridge Road</u> Notification of householder appeal against refusal for garage conversion and extension.																																		
18/10	<b>TO CONSIDER CORRESPONDENCE RECEIVED</b>																																		
10.1	<u>SCDC</u> – Cleaner Communities Pilot Scheme. Noted that EAG is interested in taking part in all elements of the pilot scheme. Agreed PC should submit the ‘Expression of Interest’ form.																																		
10.2	<u>Community Association</u> – AGM 16 January.																																		
10.3	<u>CAPALC</u> – Dealing with unauthorised encampments.																																		
10.4	<u>Orchards East</u> – Cambridgeshire Launch 17 February.																																		
10.5	<u>SCDC</u> – Local Plan main modifications consultation.																																		
10.6	<u>Northstowe Parish Forum</u> – 17 January.																																		
10.7	<u>Residents</u> – declined Community Awards nomination.																																		
10.8	<u>Yesteryear Road Run 2018</u> – cancelled.																																		
10.9	<u>Communita Café</u> – official opening 6 January.																																		
10.10	<u>EAG</u> – meeting minutes 14 December.																																		
10.11	<u>Andrew Dennis</u> – report on ground water levels at Oakington & Longstanton.																																		
10.12	<u>Connections Bus</u> – autumn term report.																																		
18/11	<b>TO CONSIDER FINANCE RELATED MATTERS</b>																																		
11.1	<u>Approval of payment of the following accounts due.</u>  <table border="0"> <tr> <td>Connections Bus</td> <td>13 visits 11.9.17-11.12.17</td> <td>3068.00</td> </tr> <tr> <td>O&amp;W Sports Pavilion</td> <td>Connections MUGA hire Sep-Dec</td> <td>96.00</td> </tr> <tr> <td>Activ Security</td> <td>Annual CCTV maintenance</td> <td>144.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>715.68</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>215.61</td> </tr> <tr> <td><b>Direct Debits</b></td> <td></td> <td></td> </tr> <tr> <td>NEST</td> <td>Pensions</td> <td>97.98</td> </tr> <tr> <td><b>Multipay Charge Card</b></td> <td></td> <td></td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly card fee Dec 17</td> <td>3.00</td> </tr> <tr> <td>Total</td> <td></td> <td>4370.27</td> </tr> </table> <u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Edwards. All in favour.	Connections Bus	13 visits 11.9.17-11.12.17	3068.00	O&W Sports Pavilion	Connections MUGA hire Sep-Dec	96.00	Activ Security	Annual CCTV maintenance	144.00	Salaries	Salaries	715.68	Expenses	Expenses	30.00	HMRC	PAYE/NI	215.61	<b>Direct Debits</b>			NEST	Pensions	97.98	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly card fee Dec 17	3.00	Total		4370.27	
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11.2	<u>Income Received</u> <table border="0"> <tr> <td>Santander</td> <td>Reward Saver interest Dec 17</td> <td>2.26</td> </tr> <tr> <td>Total</td> <td></td> <td>2.26</td> </tr> </table>	Santander	Reward Saver interest Dec 17	2.26	Total		2.26																												
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11.3	<u>To consider bus shelter seating quote</u> Acceptance of Queensway Shelters steel perch seating quote of <u>£303</u> plus <u>£150</u> installation proposed by Cllr Grove. Seconded by Cllr Warboys. All in favour.																																		
11.4	<u>To approve 2018/19 Budget</u> RFO’s draft budget and bank reconciliation as at 31 December 2017 had been circulated and were available at the meeting. Agreed to increase the Pavilion extension budget from £1,000 to £3,000. Clerk to check if Section 106 earmarked reserves could be used for a bench & notice board near village shop and the pond renovation works. Approval of budget of <u>£60,750</u> (as amended) proposed by Cllr Edwards. Seconded by Cllr Bailey. All in favour.																																		

11.5	<u>To set 2018/19 Precept</u> Proposed by Cllr Edwards that the precept should be set at <u>£35,350</u> (no increase on 2017/18). Seconded by Cllr Bailey. All in favour.	
18/12	<b>TO CONSIDER COMMUNITY PLAN RELATED MATTERS</b>	
12.1	<u>To report on progress reviewing Community Plan</u> Councillors commented on the various aspects of the plan they had individually reviewed. Noted that the data collected, although somewhat historic, is still valuable and the PC should give it due regard when making decisions. However, there was a general feeling that the plan as it stands should not be formally adopted as some of the key aspirations fall outside the PC's remit. At this point Standing Orders were suspended to allow Jim Bryant, CP Chairman make the following statement on behalf of the three action groups: <i>"At a recent meeting of the leaders of the three Action Groups that formed out of the Community Plan it was recognised that there would be mutual benefit in developing a closer and more productive relationship with the Parish Council as outlined in the Executive Summary of the Plan which offers a possible way forward. We would welcome any proposals from the PC so that this objective can be achieved. We hope that we can move forward positively together for the benefit of the village.</i> <i>The leaders of the three action teams have also concluded that there were some areas of potential joint working between the teams and that a more coherent approach could be beneficial and have agreed to meet on a more regular basis.</i> <i>The Community Plan was always envisaged as a document that started a process that would evolve over time. We would like to propose to the PC that the Plan on the agenda today is adopted, with any minor changes requested by the PC or Chairs of the Action Groups. Over the next 2-3 months we will review the Actions and Priorities in the CP to produce an updated and new Action Plan. We would like to present this to the PC for adoption during the spring. Subject to adoption by the PC, the updated CP could then be submitted to the District Council showing an accurate position of activities in the village. The Action Teams would welcome any feedback or proposals from the PC so these can be discussed and a way forward agreed.</i> <i>When they met, the three Action Group Chairs agreed that all three groups would join the Community Association"</i> After further discussion it was agreed that Cllrs Butlin, Edwards, Starling and Field would form a working group to liaise with the action groups chairs.	
12.2	<u>To consider proposed Transport Action Group Terms of Reference</u> Proposed terms of reference to form part of the liaison group discussion.	
12.3	<u>To update on pond grant application</u> There had been no response from the SCDC Ecology Officer. Cllr Edwards agreed to follow this up.	Cllr Edwards
18/13	<b>TO AGREE FORMAL POSITION ON ALL LOCAL ASPECTS OF RURAL TRAVEL HUB</b>  Cllr Edwards had circulated his report on the Travel Hub workshop held on 29 November. Notification had just been received that Oakington had been selected as one of three pilot sites which would include a Busway stop car park of approx. 40 spaces, cycle lockers, footway widening and a bus turning circle (depending on option chosen.) It was agreed that the PC should press for the following: <ul style="list-style-type: none"> <li>• Citi 6 bus turning circle to enable the current service to be extended to the Busway</li> <li>• Resumption of 20-minute Citi 6 service frequency</li> </ul>	

	<ul style="list-style-type: none"> <li>• Some 'time restricted' car parking spaces</li> <li>• On-street parking restrictions to prevent commuters parking on nearby roads if the car park is full</li> <li>• Car park height restriction barriers</li> <li>• A safe off-road shared footway/cycleway</li> <li>• Oakington to Cottenham cycleway</li> </ul>	
18/14	<b>TO CONSIDER PAVILION RELATED MATTERS</b>	
14.1	<p><u>To report on Pavilion extension progress</u>  Chairman and Cllr Starling had met with football committee members to discuss details of their proposed contribution 'in kind' to undertake all labour works up to site level. A meeting has been arranged with the Football Association to discuss grant options. Full specification, building regulations costs etc to be brought to the next meeting to ascertain full project cost.</p>	
18/15	<b>TO CONSIDER RECREATION GROUND RELATED MATTERS</b>	
15.1	<p><u>To report on completion of tree works</u>  Works had been completed on 21<sup>st</sup> December. Tree surgeon advised that the correct decision had been made regarding felling the Poplar near the car park as it was found to be diseased.</p>	
18/16	<b>TO CONSIDER HIGHWAYS RELATED MATTERS</b>	
16.1	<p><u>To consider seeking Highways permission for a notice board (and possible bench) on land near shop</u>  Notice board and bench were agreed in principle. James Youd agreed that EAG would explore options further, including consulting with near neighbours. Note to be placed in next journal edition seeking residents' views.</p>	
18/17	<b>TO REPORT ON MEETINGS ATTENDED</b>	
	None.	
18/18	<b>DATE OF NEXT MEETING</b>	
	Parish Council – Monday 12 February 2018 Planning meeting – Monday 22 January – if required	
	<b>The meeting was declared closed at 9.25pm.</b>	