

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 12 February 2018 at 7.30pm**

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: Cllrs S Moore (Chairman) J Bailey, J Grove, G Butlin, E Warboys. Cnty Cllr P Hudson (part meeting). Dist Cllr L Harford. Clerk: L Lawrence. 6 members of the public.	
18/19	<b>APOLOGIES FOR ABSENCE</b>  Cllr A Starling (personal), Cllr A Field (personal), Cllr S Edwards (personal)	
18/20	<b>DECLARATIONS OF INTEREST</b>  Cllr Warboys ref item 26.3 – Oakington Baptist Chapel member.	
18/21	<b>PUBLIC OPEN SESSION</b>  Resident spoke about item 26.1. He stated that the bus shelter is full of leaves and litter and is being used as a toilet. He asked the PC to consider taking it down and replacing it with a Perspex shelter, ideally with side protection. Arthur Sillett, EAG read out a report on the consultation for a bench and notice board for the verge between Mead View and the shop. A drawing showing suggested positioning was circulated. Plan also includes a litter bin. Recommendation to proceed based on positive feedback from residents. Jim Bryant, CP chair spoke about item 30.2. He had met with Cllrs Field, Starling and Edwards as agreed at the February meeting. As a result of the discussions, the CP steering group is re-drafting some parts of the CP with a view to presenting the revised plan in a few weeks. James Youd, EAG reported that the contractor had cleared the pond brambles and would start on the main desilting work later this week. James Youd also spoke about item 30.3. EAG had circulated a paper on proposed movable planters for various locations in the village. They sought feedback from the PC. Further research would be needed before a Licence to Cultivate application could be made. The main query is who would take on ownership of the planters. Lis Warboys spoke on behalf of Oakington Baptist Chapel ref item 26.3. The Chapel renovation work is likely to continue until the end of the year and blanket permission is being sought to allow Stocks Green to be used as necessary for the duration. The Chapel is committed to reinstating the green on completion. The Chapel would also like to meet the PC to look at a joint plan to restore Stocks Green generally.	
18/22	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 8 JANUARY 2018</b>  Approval proposed by Cllr Bailey. Seconded by Cllr Grove. All in favour. Minutes were signed by the Chairman.	
18/23	<b>MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA</b>  23.1 <u>Speed sign trial/LHI presentation</u> – trial appeared to go well but we are still awaiting the data. Clerk & Longstanton Clerk had presented at the LHI panel on 5 February. Outcome would be known by 13 March.  23.2 <u>Tomato Farm Trees</u> – Cnty Cllr Hudson reported that the trees would be cut back in the next two weeks. He expressed frustration that the county and district councils will not work together on getting the trees cut down. The Chairman reported a large branch fell off them last month and expressed concern about	

	the health and safety issue. Dist Cllr Harford agreed to pursue why SCDC won't cut the trees down and put a charge on the land to recover the cost when it is sold.	Dist Cllr Harford
18/24	<p><b>TO RECEIVE REPORTS</b> (Circulated prior to the meeting and available on PC website.)</p> <p>24.1 <u>County Councillors Report</u> Cnty Cllr Hudson reported that a 2.99% council tax increase had been agreed.</p> <p>24.2 <u>District Councillors Report</u> Dist Cllr Harford had nothing further to add to her report.</p> <p>24.3 <u>Chairman's Report</u> Chairman and Cllr Edwards had attended the last Northstowe Parish Forum. No clear answers on the Oakington attenuation ponds or the airfield road permanent closure, although the haul road will be built in the next couple of months. Noted that Oakington children will not be in the catchment area for the Northstowe Education Campus. Chairman stated that Oakington needs a greater presence at these forums, particularly as they now include phase 3. Chairman has arranged a 'get to know you' meeting with Phillip Harker, Homes England. Andrew Dennis had been invited to attend on behalf of the Flood Mitigation Group. Chairman stated that public debate would be needed on the proposed travel hub now that Oakington had been confirmed as one of two pilot schemes. He also suggested that a more co-ordinated approach to working with the various active village groups should be considered after the May elections.</p>	
18/25	<p><b>TO CONSIDER PLANNING RELATED MATTERS</b></p> <p>25.1 <u>To consider new planning applications</u> <u>S/1052/18/FL – Oakington Garden Centre</u> - erection of 366m2 of open sided canopy. Unanimously agreed to <u>support</u>. No comments.</p> <p>25.2 <u>To note any planning application decisions</u> <u>S/4240/17/FL – 1 Station Cottages</u> – ground floor single storey side extension. <u>Refused.</u> <u>S/3278/17/FL- 3 Lowbury Crescent</u> – alteration and extension to form garage, bedroom, utility room, bedroom &amp; ensuite. <u>Approved.</u> <u>S/3901/17/FL – Cherry Trees, Cambridge Road</u> – garage conversion and extension. <u>Refused.</u></p>	
18/26	<p><b>TO CONSIDER CORRESPONDENCE RECEIVED</b></p> <p>26.1 <u>Resident</u> – request for Water Lane/Station Road bus shelter to be replaced. Noted there is no budget to replace the bus shelter. After some discussion, it was agreed that Cllr Bailey would investigate options and report back at the March meeting.</p> <p>26.2 <u>Flaming June Half Marathon, 3 June</u> – request from organisers to locate water station near pavilion. Agreed.</p> <p>26.3 <u>Oakington Baptist Chapel</u> – request for Stocks Green to be used as necessary during Chapel restoration works. Agreed. (Cllr Warboys did not take part in the discussion or vote.)</p> <p>26.4 <u>CAPALC – GDPR update</u> – to consider registering an interest in county wide chargeable scheme. Agreed.</p> <p>26.5 <u>CAPALC bulletin</u> - Clerk and Cllr Grove to attend GDPR training on 16 March, Cllr Warboys to attend CAPALC EOM on 22 March. Clerk to attend 'Share the Vision, Shape the Future' on 29 June.</p> <p>26.6 <u>CCC, Cycling projects leader</u> – meeting of interested parties arranged for 26 February to discuss cycling improvements between Oakington &amp; Girton.</p>	Cllr Bailey

26.7	Parish Council elections, 3 May 2018 – timetable & nomination packs. Packs distributed to existing councillors. Election advertised on website and noticeboards. Also circulated to village groups.																																		
26.8	<u>SCDC, District Councillor engagement with Parish Councils</u> Agreed that PC would like to continue to receive monthly reports and for the district councillor to attend meetings. Also requests joint bi-monthly meetings with Longstanton Chairman & Clerk.																																		
26.9	<u>PCSO</u> - notification of change to PCSO Bujar Mani																																		
26.10	<u>Northstowe Education Campus</u> – public exhibition 21 February.																																		
26.11	<u>SCDC</u> – Expressions of Interest Cleaning Communities Pilot Scheme. It appeared that Oakington had not be chosen for the pilot scheme.																																		
26.12	<u>Yesteryear Road Run 2018</u> – cancellation update.																																		
26.13	<u>CBWIN</u> – Cambridge Water Incinerator consultation. Noted PC had not been consulted on the proposals.																																		
26.14	<u>SCDC, Parish Planning Forum</u> – change of date to 21 February																																		
26.15	<u>Residents</u> – objections to proposed Oakington Rural Travel Hub. Noted that wider public consultation would be needed. Various suggestions including: a journal questionnaire, Travel Hub focus at Annual Parish Meeting on 23 April and village day display (via TAG). Clerk to find out the timetable for parish input into the project.	Clerk																																	
18/27	<b>TO CONSIDER FINANCE RELATED MATTERS</b>																																		
27.1	<u>Approval of payment of the following accounts due.</u>																																		
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27.2	<u>Approval</u> proposed by Cllr Butlin. Seconded by Cllr Warboys. All in favour. <u>Income Received</u>																																		
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27.3	<u>To consider draft Procurement Policy</u> Draft policy had been circulated prior to the meeting. Proposed by Cllr Warboys that the policy should be adopted without amendment. Seconded by Cllr Bailey. All in favour.																																		
18/28	<b>TO CONSIDER NOT FILLING CASUAL VACANCY BY CO-OPTION DUE TO PARISH COUNCIL ELECTIONS TAKING PLACE ON 3 MAY</b>  Clerk reported that a by-election would not be held as Mike Oakley had resigned less than six months before the parish council elections. Agreed not to fill the casual vacancy at this point as the newly co-opted councillor would only be in post for a maximum of two months.																																		
18/29	<b>TO REVIEW EMERGENCY PLAN IN LIGHT OF THE RESIGNATION OF CURRENT CO-ORDINATOR</b>  Cllr Warboys kindly agreed to take on the role of Emergency Plan Co-ordinator. Noted that further work is needed to complete the plan. Clerk to try to arrange a meeting with Mike Oakley to obtain his advice on progressing the plan.	Clerk																																	

	Clerk to submit to the revised draft plan to the Environment Agency to enable them to order the flood kit.	Clerk
18/30	<b>TO CONSIDER COMMUNITY PLAN RELATED MATTERS</b>	
30.1	<u>To report on pond restoration works</u> Formal grant offer of £3,471 had been received from South Cambs DC. Clerk had accepted it on the conditions outlined. Contractor had cleared the brambles. De-silting works are due to start later this week.	
30.2	<u>To receive written report on CP/PC liaison meetings</u> Report had been circulated. Agreed the Clerk should send the report to Jim Bryant. Cllr Butlin reported that the final plan does need to be adopted by the PC but the steering group is seeking clarity on what constitutes 'adoption'.	Clerk
30.3	<u>To consider EAG movable planters scheme proposal</u> Outline written proposal had been circulated prior to the meeting. Agreed that the PC supports the scheme. EAG to submit firm proposal at the March meeting with a request for payment of the Licence to Cultivate fee.	March agenda
18/31	<b>TO CONSIDER PAVILION RELATED MATTERS</b>	
31.1	<u>To report on Pavilion extension progress</u> A £550 quote from Plan It for architectural drawings for building regulations application had been accepted. This will enable costings to be provided with a view to going out to tender. The Chairman reported that the meeting with the FA was positive and indications are that a £10,000 grant application is likely to be successful.	
18/32	<b>TO CONSIDER RECREATION GROUND RELATED MATTERS</b>	
32.1	<u>To discuss initial Section 106 proposal for open space improvement.</u> Draft proposal for Rec improvements had been circulated prior to the meeting. Cllr Butlin reported that the County Council had offered approx. one acre of land in the centre of the village which could be incorporated into the plans if accepted.	
32.2	<u>To consider forming a working party to progress options and prepare a formal project proposal</u> Agreed to form a working party of interested parties to progress options with a view to presenting a formal proposal at a future meeting.	
32.3	<u>To consider paying £60 for a consultation questionnaire to be inserted in village journal</u> Item deferred to a future meeting as it is possible a two-page questionnaire may be needed depending on working party recommendation.	
18/33	<b>TO CONSIDER GIVING PERMISSION FOR MIKE OAKLEY TO ASSIST WITH WEBSITE ADMINISTRATION</b>  Agreed to give permission for Mike Oakley to assist the Clerk with website administration.	
18/34	<b>TO REPORT ON MEETINGS ATTENDED</b>  Cllr Grove had met with a Mead View resident who was concerned about a tree in The Drift that is near her property boundary. Noted that the PC has no responsibility for trees on private land. Chairman had attended CAPALC Chairman's training on 10 February.	
18/35	<b>DATE OF NEXT MEETING</b> Parish Council – Monday 12 March Planning meeting – Monday 26 February – if required	
	<b>The meeting was declared closed at 9.15pm</b>	