

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

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: Cllrs S Moore (Chairman) J Grove, E Warboys, T Starling, A Field, S Edwards. Cnty Cllr P Hudson (part meeting). Clerk: L Lawrence. 10 members of the public. Absent: Cllr J Bailey (Apologies received post meeting.)	
18/36	<b>APOLOGIES FOR ABSENCE</b>  Cllr G Butlin (personal). Dist Cllr T Wotherspoon. Dist Cllr L Harford.	
18/37	<b>DECLARATIONS OF INTEREST</b>  None declared.	
18/38	<b>PUBLIC OPEN SESSION</b>  Oakington Vikings FC members spoke to item 45.1. They have 96 registered players and four teams are using the same pitch which is being damaged as a result and therefore requires some immediate remedial work in the form of verti-draining. The club is putting together a longer-term strategy which may include a maintenance program for future seasons but for this year they requested that the PC pays for the verti-draining. James Youd, EAG reported (ref item 48.1) that the pond silt removal work had been completed last week. Subsequently the garage landowner had requested that some further work is done on his side – removal of bramble roots and sloping the bank at an approx. cost of £700-800. This does not form part of the specification. The contractor wants to install the fence in the next 10 days but can't do so until this issue is resolved. A site meeting is proposed to discuss this further. A Longstanton Road resident expressed concern about the volume of traffic using the road which was particularly bad last weekend due to Busway works and closure of the B1050 from Bar Hill to Longstanton.	
18/39	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 12 FEBRUARY 2018</b>  Approval proposed by Cllr Warboys. Seconded by Cllr Grove. All in favour. Minutes were signed by the Chairman.	
18/40	<b>MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA</b>  40.1 <u>Tomato Farm Trees</u> – CCC Highways had cut back the trees. Chairman thanked Cnty Cllr Hudson for his work on this. Cllr Edwards is pursuing the legal aspect with South Cambs DC. However, it was noted that there no guarantee that the trees will be reduced in height. 40.2 <u>Emergency Plan update</u> – Cllr Warboys and the Clerk had met with Mike Oakley. There are several outstanding issues that need to be resolved before the Environment Agency will release the flood kit. Noted that the plan is for all emergencies, not just flooding. Agreed Cllr Warboys would do some work on the risk assessment which would be circulated for comment. EA to be informed that the kit would be stored in the pavilion. General consensus that a EA kit demo session would be useful. 40.3 <u>Water Lane/Mill Road bus shelter</u> – Cllr Bailey had kindly cleaned out the shelter and had not detected any unpleasant odours at the time.	Cllr Warboys

40.4	<u>Speed sign trial</u> – data had shown an average reduction in speed of 3.6mph in stealth mode, 4.2mph in flashing mode. Clerk to attend a follow up meeting with the seven other parishes who took part in the trial to discuss options and report back. Noted that the LHI joint application decision had not yet been received.	Clerk																																	
18/41	<b>TO RECEIVE REPORTS</b> (Circulated prior to the meeting and available on PC website.)																																		
41.1	<u>County Councillors Report</u> Cnty Cllr Hudson had nothing further to add to his report.																																		
41.2	<u>District Councillors Report</u> Dist Cllr Edwards had attended the South Cambs Community Awards evening and was disappointed to report that the shop owners did not win an award.																																		
18/42	<b>TO CONSIDER PLANNING RELATED MATTERS</b>																																		
42.1	To note <u>any planning application decisions</u> <u>S/4408/17/FL – 15 Cherry Orchard</u> – single storey rear extension. <u>Approved</u> <u>S/0769/18/DC – 25 High Street</u> – Discharge of Conditions 3 & 4. For information only. <u>S/0562/18/DC – Northstowe - Discharge of Condition 29 (Heritage).</u> For information only. <u>S/0785/18/DC – Northstowe- Discharge of Conditions 27,55,60 &amp; 69.</u> For information only. <u>S/0612/18/DC – Northstowe – Discharge of Condition 67 (1) (Landscape design proposals).</u> For information only.																																		
18/43	<b>TO CONSIDER CORRESPONDENCE RECEIVED</b>																																		
43.1	<u>Resident</u> – parking issues near Communita Café.																																		
43.2	<u>Community Association</u> – AGM minutes & constitution.																																		
43.3	<u>Connections Bus</u> – attendance Jan-Feb 18.																																		
43.4	<u>SCDC</u> – notification that Homes England have appointed Tibbalds as planning consultants for Northstowe.																																		
43.5	<u>OWN</u> – invitation for PC to have a stall at Spring Market on 24 March. Agreed to decline this year due to lack of available councillors.																																		
43.6	<u>CBWIN</u> – Cambridge Waste Incinerator, public meeting 20 March.																																		
43.7	<u>Amey</u> – proposed Waterbeach waste treatment facility, public information events.																																		
43.8	<u>CCC</u> – Balfour Beatty to replace lanterns in Days Meadow and Saxon Close with LED.																																		
43.9	<u>CCC</u> – Community Highways scheme – cleaning illuminated signs is prohibited under this scheme.																																		
18/44	<b>TO CONSIDER FINANCE RELATED MATTERS</b>																																		
44.1	<u>Approval of payment of the following accounts due.</u>  <table border="0"> <tr> <td>CAPALC</td> <td>Chairmanship training</td> <td>75.00</td> </tr> <tr> <td>O&amp;W Sports Pav Comm.</td> <td>Caretaker work Dec 17-Feb 18</td> <td>52.44</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 Feb 18</td> <td>3.00</td> </tr> <tr> <td>Amazon</td> <td>Printer toner</td> <td>31.50</td> </tr> <tr> <td>Total</td> <td></td> <td>1221.21</td> </tr> </table> <p>Clerk reported that website hosting company invoice for £600 is held under query.</p>	CAPALC	Chairmanship training	75.00	O&W Sports Pav Comm.	Caretaker work Dec 17-Feb 18	52.44	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 Feb 18	3.00	Amazon	Printer toner	31.50	Total		1221.21	
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44.2	<p><u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Edwards. All in favour.</p> <p><u>Income Received</u></p> <table> <tr> <td>M Good</td> <td>Metafit classes Sep-Nov 17</td> <td>50.00</td> </tr> <tr> <td>HMRC</td> <td>VAT refunds 1.10.17-31.12.17</td> <td>1138.55</td> </tr> <tr> <td>Total</td> <td></td> <td>1188.55</td> </tr> </table>	M Good	Metafit classes Sep-Nov 17	50.00	HMRC	VAT refunds 1.10.17-31.12.17	1138.55	Total		1188.55	
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18/45	<p><b>TO CONSIDER RECREATION GROUND RELATED MATTERS</b></p> <p>45.1 <u>To consider football club request for PC to pay for football pitches remedial work</u>  Proposal for pitches to be verti-drained had been circulated prior to the meeting together with two quotes. Proposed by Cllr Edwards that the <u>AJ King quote</u> for £402 for both pitches should be accepted. Seconded by Cllr Starling. All in favour. (Copy of the contractor's public liability insurance was received post meeting.)</p> <p>45.2 <u>To consider application to allow use of Rec for vendor vans at children's party.</u>  Application was approved on condition that the vendor vans are located on the hardstanding area between the pavilion and MUGA.</p>										
18/46	<p><b>TO CONSIDER NORTHSTOWE RELATED MATTERS</b></p> <p>46.1 <u>To receive Chairman's report on meeting with Phillip Harker, Homes England</u>  Report had been circulated prior to the meeting and was accepted.</p> <p>46.2 <u>To consider forming a Northstowe communications working group</u>  The Chairman stated that the Phase 3 application is due soon. Phillip Harker had stated he is keen to engage with the Parish Council more. Agreed in principle to form a small working group of 3 or 4 councillors. Chairman to email members to ask who would be interested in joining group.</p> <p>46.3 <u>To discuss bridleway from Longstanton Road to Church View</u>  Cllr Grove stated that this bridleway is included in the Northstowe plans. As Wilsons Drove and Rampton Road bridleways are to be closed shortly, she asked the PC to press for the new bridleway to be moved forward. It was agreed to bring this up at the next Northstowe Parish Forum. Cllr Edwards will also follow this up with the SCDC, Principal Planning officer.</p> <p>46.4 <u>To agree formal position on 'Airfield' road</u>  Chairman stated that there is an existing Traffic Regulation Order (TRO) on the road which allows certain vehicles to cross it. The vast majority are using it illegally. Sisk (Northstowe Phase 2 contractor) has applied to discharge planning Condition 69 relating to Longstanton Road Closure. This will include an application for a Temporary Traffic Regulation Order (TTRO) to facilitate haul road construction works. For the temporary closure, Sisk will install 'Road closed ahead' and 'No through route to Longstanton/Oakington' signs. The road will be physically blocked using Temporary Vertical Concrete Barriers. It is expected to be in place around the end of May 2018. Sisk will also apply for a 'Stopping up' order to permanently 'close' the road. This will involve consultation with the highways authority and public and is expected to take a year.  Concerns about the volume and speed of traffic coming through Longstanton Road and the knock-off effect for the rest of the village were discussed at length.  It was proposed by Cllr Warboys that the PC should <u>support the closure of the 'Airfield' Road</u> when consulted on it. Seconded by Cllr Grove. All in favour.</p>	<p>Chairman</p> <p>Cllr Edwards</p>									
18/47	<p><b>TO CONSIDER RURAL TRAVEL HUB RELATED MATTERS</b></p> <p>47.1 <u>To consider holding Hub informal information sharing meeting with Greater Cambridge Partnership officers</u>  Agreed to proceed with the meeting provisionally arranged for Tuesday 20<sup>th</sup> March, 7.30pm</p> <p>47.2 <u>To confirm GCP attendance at Annual Parish Meeting on 23 April</u></p>										

	James Blacow and Charlie Cooke had confirmed they will attend.	
18/48	<b>TO CONSIDER COMMUNITY PLAN RELATED MATTERS</b>	
48.1	<u>To report on pond restoration works</u> Desilting works had been completed on 9 <sup>th</sup> March. EAG were thanked for their hard work on this project. Clerk had invoiced South Cambs DC for their agreed £3,471 contribution. It was agreed that at least one councillor would attend a site meeting with EAG, contractor and the garage owner to discuss his request for additional work on his bank.	
48.2	<u>To consider EAG 'Oakington &amp; Westwick in Bloom' formal proposal</u> Proposal for around 35 planters and tubs at a cost of approx. £2,000 had been circulated prior to the meeting. This included a request for the PC to submit a Community Chest grant application for £1,000, make up the cost shortfall and take on ownership and legal responsibility for tubs and planters. The Clerk reported on her discussion with the Local Highways Officer. Noted that the following would be needed before a decision could be made: -formal permission from CCC Highways to install planters on its land -formal permission from SCDC to install tubs on street name signs -confirmation from PC insurers regarding public liability/replacement cover -further detail about plans for restocking in the future -evidence of support from nearby residents (e.g. watering/maintaining the surrounding grass)	
48.3	<u>To appoint councillors to liaise with each of the action groups/other active village groups</u> The following were appointed: Transport Action Group – Cllr Starling Flood Mitigation Group – Chairman Environment Action Group – Cllr Edwards Community Group/OWN – to be determined.	
48.4	<u>To approve Chairman's attendance at Flood Mitigation group meeting</u> Agreed that Chairman can attend the follow up meeting with Philip Harker planned for June/July.	
18/49	<b>TO CONSIDER PAVILION RELATED MATTERS</b>	
49.1	<u>To report on Pavilion extension progress</u> Chairman had met with football club to discuss plans. Application to be made for a £10,000 Football Association grant. Awaiting architectural drawings for building regulations and tender documentation.	
18/50	<b>TO REVIEW STANDING ORDERS</b>	
50.1	<u>To update Standing Order 3 in respect of recording of meetings.</u> The following additional Standing Order 3 was approved. <i>'The Press and Public may record the proceedings (photograph, audio or video) under the Openness of Local Government Bodies Regulations 2014'</i>	
18/51	<b>TO REPORT ON MEETINGS ATTENDED</b>  Clerk – Local Highways Officer - discussed approval for bench, noticeboard and bin on land near shop, planned village highways works and planters proposal. Chairman, Cllr Edwards – Oakington to Girton Cycleway with CCC & TAG. (Report circulated.)	
18/52	<b>DATE OF NEXT MEETING</b> Parish Council – Monday 9 April 2018 Planning meeting – Monday 26 March – if required	
	<b>The meeting was declared closed at 9.10pm</b>	