

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 9 April 2018 at 7.30pm**

<b>Agenda No:</b>		<b>Action/ Power</b>
	Present: Cllrs T Starling (Chairman) J Grove, E Warboys, G Butlin, J Bailey, A Field. Cnty Cllr P Hudson (part meeting). Dist Cllr L Harford (part meeting) Clerk: L Lawrence. 5 members of the public	
18/53	<b>APOLOGIES FOR ABSENCE</b>  Cllr S Moore (personal), Cllr S Edwards (personal), Dist Cllr T Wotherspoon	
18/54	<b>DECLARATIONS OF INTEREST</b>  None declared.	
18/55	<b>PUBLIC OPEN SESSION</b>  Andrew Dennis, FMG had further information regarding the pipework structure under Cambridge Road bridge. He was invited to share this under agenda item 60.5 Jim Bryant, TAG sought the date of the Annual Parish Meeting. It was confirmed as 23 April and that Greater Cambridge Partnership officers would attend to speak about the planned travel hub. A resident had reported to Cllr Grove that High Street conifers next to Stocks Green are obstructing the footway. Clerk to report to CCC. <i>Cllr Bailey arrived at 7.35pm</i>	Clerk
18/56	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 12 MARCH 2018</b>  Approval proposed by Cllr Grove. Seconded by Cllr Field. All in favour. Minutes were signed by the Chairman.	
18/57	<b>MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA</b>  57.1 <u>Tomato Farm Trees</u> – no update available. 57.2 <u>Speed sign, LHI grant</u> – joint LHI application with Longstanton PC for a MVAS had been successful. Awaiting further details from Highways. 57.3 <u>Verti-drain work on football pitches</u> – work had been completed in March. Football club had reported that this had improved the pitches.	
18/58	<b>TO RECEIVE REPORTS</b> (Circulated prior to the meeting and available on PC website.)  58.1 <u>County Councillors Report</u> Cllr Hudson had nothing further to add to his report. He confirmed that the 'Airfield' road will definitely close temporarily from 21 May 2018 until 20 December 2019. 58.2 <u>District Councillors Report</u> Cllr Harford had nothing further to add to her report.	
18/59	<b>TO CONSIDER PLANNING RELATED MATTERS</b>  59.1 <u>To consider new planning application Ref S/1089/18/FL – 2 Dry Drayton Road – new carport and close board fence. Unanimously recommended to support.</u> No comments.	

59.2	<u>To consider new tree works application Ref S/1063/18/TC – St Andrews Church – Sycamore – remove limb in lower crown and shorten branch. No objections.</u>		
59.3	<u>To note Northstowe Discharge of Conditions application Ref S/1137/18/DC – discharge condition 39 (CEMP). Noted.</u>		
59.4	<u>To note LDF application Ref S/1051/18/LD – 29 Cambridge Road – loft conversion. Noted.</u>		
59.5	<u>To note applications received but not considered</u> <u>Ref S/0775/18/PN – Mansel Farm - proposed agricultural store. Noted.</u> <u>Ref S/0991/18/TC – 18 High Street – pear tree weight/height reduction. Noted.</u>		
18/60	<b>TO CONSIDER CORRESPONDENCE RECEIVED</b>		
60.1	<u>EAG</u> – 22 February meeting minutes.		
60.2	<u>CCC</u> – refusal to remove graffiti from Busway commemorative wall. Cllr Edwards had kindly offered to try to remove the graffiti. Clerk had purchased remover from Screwfix.		
60.3	<u>EAG</u> – Waterbeach incinerator meetings report. Agreed Clerk should pass on concerns outlined the report.	Clerk	
60.4	<u>Highways England</u> – A14 archaeology open days		
60.5	<u>Environment Agency</u> – Flood alerts 2 April. Andrew Dennis reported that the alerts followed just 14mm of rain. The final alert was unnecessarily alarming. EA had committed to ring someone in the village to get an ‘on the ground’ assessment but this had not yet been put in place. Andrew had also spoken to Anglian Water about the ‘hoods’ placed on the pipes under Cambridge Road & Dry Drayton Road bridges for health & safety reasons. He expressed concern that they are holding rubbish and obstructing the flow at times of flood. The AW project manager had today committed to discuss this with colleagues and come up with a compromise solution. Agreed that the PC should formally write to AW reiterating the concern. It was also suggested that a list of ‘vulnerable’ residents could be included in the Emergency Plan with their consent.	Clerk	
60.6	<u>CCC</u> – changes to Citi 6 services from 15 April.		
60.7	<u>CCC</u> – replacement of road markings following surface dressing works Mead View and Church View.		
60.8	<u>SCDC</u> – Election of Parish Councillors -Statement of Persons Nominated. Noted that election would be uncontested with eight councillors elected on 3 May.		
18/61	<b>TO CONSIDER FINANCE RELATED MATTERS</b>		
61.1	<u>Approval of payment of the following accounts due.</u>		
	CAPALC	GDPR training	70.00
	O&W Sports Pav Comm.	Connections MUGA use Jan-Mar 18	80.00
	A J King	Verti-drain 2 football pitches	402.00
	Queensbury Shelters	Camb Rd bus shelter seating	543.60
	M D Contracting	Pond de-silting	8154.00
	Brookfield Groundcare	Rec grass cutting March 18	194.67
	Connections Bus Project	11 visits Jan-March 18	2596.00
	Salaries	Salaries	723.40
	Expenses	Expenses	40.40
	HMRC	PAYE/NI	190.34
	<b>Direct Debits</b>		
	NEST	Pensions	112.50
	<b>Multipay Charge Card</b>		
	Lloyds Bank	Monthly card fee March 18	3.00
	Screwfix	Graffiti remover	59.99

61.2	<p>Total 13169.90</p> <p><u>Approval</u> proposed by Cllr Bailey. Seconded by Cllr Butlin. All in favour.</p> <p><u>Income Received</u></p> <table> <tr> <td>Santander</td> <td>Reward saver interest – Feb 18</td> <td>4.04</td> </tr> <tr> <td>Santander</td> <td>Reward saver interest – Mar 18</td> <td>1.65</td> </tr> <tr> <td>South Cambs DC</td> <td>WES grant, pond project</td> <td>3471.00</td> </tr> <tr> <td>Dennis Easton Funerals</td> <td>Interment, Warboys</td> <td>145.00</td> </tr> <tr> <td>RGR Memorials</td> <td>Memorial, George</td> <td>127.00</td> </tr> <tr> <td>Total</td> <td></td> <td>3478.69</td> </tr> </table>	Santander	Reward saver interest – Feb 18	4.04	Santander	Reward saver interest – Mar 18	1.65	South Cambs DC	WES grant, pond project	3471.00	Dennis Easton Funerals	Interment, Warboys	145.00	RGR Memorials	Memorial, George	127.00	Total		3478.69	
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61.3	<p><u>To review Assets Register and insurance cover</u></p> <p>Assets register as at 31 March 2018 and related insurance cover document was circulated prior to the meeting. It was agreed that the CCTV hub costing £1,000 should be added to the register. Agreed that the insurance cover in place is adequate.</p>																			
18/62	<p><b>TO CONSIDER RECREATION GROUND RELATED MATTERS</b></p>																			
62.1	<p><u>To consider quote for MUGA maintenance work</u></p> <p>Proposed by Cllr Butlin that the Martin Hardy £620 quote (plus £430 for extra sand if required) should be accepted. Seconded by Cllr Field. All in favour.</p>																			
62.2	<p><u>To consider application to allow use of Rec for OWN Big Lunch on 9 June</u></p> <p>Clerk had received a copy of the OWN public liability insurance with the application.</p> <p>Proposed by Cllr Bailey that the application should be approved on condition that the rubbish is taken away after the event. Seconded by Cllr Starling. All in favour.</p>																			
62.3	<p><u>To report on recommencement of Saturday morning Metafit classes</u></p> <p>Clerk reported that the classes had started on 24 March for an initial period of 8 weeks. Organiser had been informed that the PC would monitor this and may need to review it if any complaints are received.</p>																			
18/63	<p><b>TO CONSIDER NORTHSTOWE RELATED MATTERS</b></p>																			
63.1	<p><u>To note Temporary Traffic Order application ref Longstanton (Airfield) Road closure from 21 May 2018 until 20 December 2019</u></p> <p>Noted.</p>																			
63.2	<p><u>To update on Northstowe communications working group membership</u></p> <p>Cllr Moore, Cllr Grove and the Clerk had joined the working group. Cllr Warboys would be interested in joining when she finishes work on the Emergency Plan.</p>																			
63.3	<p><u>To update on discussion with Principle Planning officer about plans for bridleway between Longstanton Road and Church View</u></p> <p>Cllr Edwards report had been circulated prior to the meeting. He had been informed that there will be access for equestrians across the access road into Northstowe after the closure of Longstanton Road. Re-establishing footpaths that formally accessed the airfield from Oakington will need to be looked at as part of Phase 3. It was agreed that the PC should invite Tam Parry to a separate informal members' meeting to explore options.</p>	Cllr Edwards																		
18/64	<p><b>TO CONSIDER COMMUNITY PLAN RELATED MATTERS</b></p>																			
64.1	<p><u>To consider request for pond bank to be re-shaped</u></p> <p>Chairman (Cllr Moore) had attended a site meeting with the garage landowner, EAG member and contractor to discuss the landowner's request for the bank his side to be re-shaped to slope more gradually into the water. Subsequently, the contractor had quoted £920 undertake this work. It was noted that re-</p>																			

64.2	<p>shaping the pond bank was not part of the original pond desilting works specification. EAG members were invited to comment. They felt that the removal of brambles could potentially damage the remaining bank as to some extent the roots are holding the bank up and only a minimal amount of slope would be created. EAG felt there would be very little significant improvement compared to the cost involved. After a lengthy discussion, it was proposed by Cllr Bailey that the request should be <u>declined</u> and the contractor instructed to proceed with the remainder of the contract to fit a post and rail fence in the next month. Seconded by Cllr Starling. All in favour. Clerk to inform landowner <u>To consider EAG 'Oakington &amp; Westwick in Bloom' formal proposal</u></p> <p>The following had been circulated prior to the meeting: updated proposal for 22 planters, landowner permissions, draft Community Chest £1,000 grant application and three quotes. PC's insurer had confirmed that public liability cover will be provided for the PC's responsibilities towards owning or maintaining the planters. Loss or damage cover will cost an extra £9.63 for this year.</p> <p>The following was proposed by Cllr Bailey. The PC should:</p> <ul style="list-style-type: none"> <li>- accept the Oakington Garden Centre quote of <u>£1,430</u></li> <li>- submit the <u>£1,000</u> grant application</li> <li>- fund the remaining <u>£430</u> for 22 planters, if the grant application is successful</li> <li>- support the project for one year, including payment of <u>£264</u> to restock the planters in October 2018. (Project to be reviewed Jan/Feb19)</li> <li>- accept the <u>£9.63</u> Came &amp; Co quote for loss/damage cover.</li> </ul> <p>Seconded by Cllr Grove. All in favour. The above is on condition that the EAG takes on responsibility for maintaining the planters and provides a risk assessment.</p>	Clerk
18/65 65.1 65.2 65.3	<p><b>TO CONSIDER HIGHWAYS RELATED MATTERS</b></p> <p><u>To report on Highways approval for bench, notice board and litter bin on land adjacent to shop</u> CCC Highways had given consent providing the items are installed by a company using New Road and Street Works Act (NRSWA) registered operatives. Quotes are to be sought from at least two contractors.</p> <p><u>To consider quote for new notice board and maintenance work on two existing notice boards</u> Proposed by Cllr Grove that Tim Wilson's quotes for <u>£600</u> for a new hardwood notice board and <u>£100</u> each for existing notice boards maintenance work should be accepted. Seconded by Cllr Warboys. All in favour.</p> <p><u>To consider accepting donation offer of two bench seats and table for land adjacent to village shop and recreation ground</u> It was agreed to accept the kind donation and that the seats and table should be installed in the community orchard.</p>	
18/66 66.1	<p><b>TO CONSIDER PAVILION RELATED MATTERS</b></p> <p><u>To report on Pavilion extension progress</u> Chairman reported that the architect had not yet produced the plans for building regulations/tender documents. Noted that the football club needs to take on responsibility for completing the FA funding application and for researching the additional funding needed.</p>	
18/67	<p><b>TO CONSIDER REQUEST TO MOVE STOCKS GREEN LITTER BIN AND DOG WASTE BIN</b></p>	

	<p>As agreed previously, Nick Harrison had planted new Hawthorn hedging alongside his property fence (Stocks Green side). He had kindly agreed to install a wooden frame to support both the litter and dog waste bins if the PC would allow them to be moved slightly to enable the hedge to be maintained more easily.</p> <p>Proposed by Chairman that the request to move the bins slightly towards the High Street should be <u>approved</u>. Seconded by Cllr Warboys. All in favour.</p>	
18/68	<p><b>TO UPDATE ON GENERAL DATA PROTECTION REGULATIONS (GDPR) COMPLIANCE PROGRESS</b></p> <p>Clerk had circulated her update report on GDPR including a personal data audit, draft privacy notices and a draft consent form. She hoped to finalise these before the May meeting but needs to obtain answers to several queries first. She stated that the PC must appoint an independent Data Protection Officer. CAPALC had notified of an option to participate in a county wide DPO scheme at a cost of £50 for councils with a spend above £25,000 and less than £200,00. The Clerk recommended that the PC considers accepting this quote when received from CPALC.</p>	
18/69	<p><b>TO REPORT ON MEETINGS ATTENDED</b></p> <p>Rural Travel Hub meeting with Greater Cambridge Partnership officers James Blacow and Charlie Cooke. Noted the public would have the opportunity to comment on the proposed Hub for Oakington at the Annual Parish Meeting on 23<sup>rd</sup> April when GCP would be in attendance.</p>	
18/70	<p><b>DATE OF NEXT MEETING</b></p> <p>Parish Council – Monday 14 May 2018  Planning meeting – Monday 23 April (after APM) – if required</p>	
	<b>The meeting was declared closed at 9.00pm</b>	