

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 14 May 2018 at 7.30pm**

Agenda No:		Action/ Power
	Present: Cllrs S Moore, J Grove, E Warboys, G Butlin, J Bailey, M Dann. Cnty Cllr P Hudson (part meeting). Dist Cllr S Cheung Johnson. Clerk: L Lawrence. 5 members of the public	
18/71	ELECTION OF CHAIR AND VICE-CHAIR AND ACCEPTANCE PAPERS	
71.1	<u>To elect a Chair</u> Cllr Moore proposed as Chair by Cllr Butlin. Seconded by Cllr Warboys and RESOLVED unanimously. Chair signed Declaration of Acceptance of Office	
71.2	<u>To elect a Vice-chair</u> Cllr Starling proposed as Vice-chair by Cllr Grove. Seconded by Cllr Bailey and RESOLVED unanimously.	
71.3	<u>To receive Members Declarations of Acceptance of Office</u> Members signed Declarations of Acceptance of Office	
71.4	<u>To note the composition of the Council following the 3 May 2018 elections</u> Noted there is one vacancy following the elections. Clerk reported that a letter of resignation had been received from Simon Edwards today. Therefore, two casual vacancies will be advertised. Chair welcomed newly elected district councillor Sarah Cheung Johnson.	Clerk
18/72	APOLOGIES FOR ABSENCE Cllr T Starling (personal).	
18/73	DECLARATIONS OF INTEREST None declared.	
18/74	PUBLIC OPEN SESSION Jim Bryant, CP steering group Chair stated he would bring a revised Community Plan to the June meeting for the PC to consider endorsing it.	June agenda
18/75	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 9 APRIL 2018 Approval proposed by Cllr Grove. Seconded by Cllr Butlin and RESOLVED unanimously. Minutes were signed by the Chair.	
18/76	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 23 APRIL 2018 Approval proposed by Cllr Warboys. Seconded by Cllr Grove and RESOLVED unanimously. Minutes were signed by the Chair.	
18/77	MATTERS ARISING FROM PREVIOUS MEETING & PLANNING MEETING NOT OTHERWISE ON THE AGENDA None.	
18/78	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
78.1	<u>County Councillors Report</u> Cnty Cllr Hudson updated on the following: Stagecoach will not increase village bus services as they are not permitted to subsidise routes that will make a loss. He agreed to look into this further. It is	

78.2	<p>hoped the Oakington to Cottenham cycle path will be included in the Greenways projects. £1 million funding will be required. He provided further information on the new 'Dragon Patcher' specialist pothole repairer machine and handed out some guidance leaflets on potholes. <u>District Councillors Report</u> Dist Cllr Cheung Johnson thanked the previous district councillors for their work. She and our other new district councillor Alex Malyon would welcome input from the PC and residents on local issues.</p>																																																							
18/79	TO CONSIDER POND WORKS RELATED MATTERS																																																							
79.1	<p><u>To consider motion signed by 3 Councillors to rescind decision made by Full Council on 9 April 2018 (under minute ref 18/64.1) to refuse a request for the south east side of the pond bank to be reshaped following desilting works.</u> Proposed by Cllr Butlin, seconded by Cllr Bailey and RESOLVED unanimously to rescind the decision to enable the matter to be considered again.</p>																																																							
79.2	<p><u>In the event that item 79.1 is resolved in favour to rescind: To consider request for south east side of pond bank to be reshaped.</u> CAPALC had been consulted and advised that if the PC is satisfied that the work has been completed satisfactorily and in accordance with the agreed contract, then any liability for damage caused to the riparian owner's bank lies with the contractor. The PC has no statutory power to pay for the riparian owner's bank to be re-profiled as this would cause the PC to fund an individual. After some discussion, it was RESOLVED not to fund the bank re-profiling work requested. Clerk to inform the riparian owner accordingly and advise him if he wishes the PC to proceed with the fence installation he should inform the PC in writing by a given date.</p>	Clerk																																																						
18/80	TO CONSIDER FINANCE RELATED MATTERS																																																							
80.1	<p><u>Approval of payment of the following accounts due.</u></p> <table border="0"> <tr> <td>Cambs County Council</td> <td>Lighting energy 10.10.16-30.9.17</td> <td>543.48</td> </tr> <tr> <td>P A Levitt</td> <td>Drawings, pavilion extension</td> <td>550.00</td> </tr> <tr> <td>Community Association</td> <td>Contribution to O&W journal costs</td> <td>250.00</td> </tr> <tr> <td>Sage Electrical</td> <td>Phone kiosk light repair</td> <td>38.00</td> </tr> <tr> <td>CAPALC</td> <td>Affiliation fee 2018-19</td> <td>358.73</td> </tr> <tr> <td>Brookfield Groundcare</td> <td>Grass cutting April 18</td> <td>718.80</td> </tr> <tr> <td>M Oakley</td> <td>Chair's allowance May-Dec 18</td> <td>66.67</td> </tr> <tr> <td>S Moore</td> <td>Chair's allowance Jan-April 18</td> <td>33.33</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>872.14</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>294.26</td> </tr> <tr> <td>Direct Debits</td> <td></td> <td></td> </tr> <tr> <td>NEST</td> <td>Pensions</td> <td>140.62</td> </tr> <tr> <td>Multipay Charge Card</td> <td></td> <td></td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly card fee April 18</td> <td>3.00</td> </tr> <tr> <td>Microsoft</td> <td>Office 365 renewal</td> <td>59.99</td> </tr> <tr> <td>Amazon</td> <td>Stationery</td> <td>44.54</td> </tr> <tr> <td>Total</td> <td></td> <td>4003.56</td> </tr> </table>	Cambs County Council	Lighting energy 10.10.16-30.9.17	543.48	P A Levitt	Drawings, pavilion extension	550.00	Community Association	Contribution to O&W journal costs	250.00	Sage Electrical	Phone kiosk light repair	38.00	CAPALC	Affiliation fee 2018-19	358.73	Brookfield Groundcare	Grass cutting April 18	718.80	M Oakley	Chair's allowance May-Dec 18	66.67	S Moore	Chair's allowance Jan-April 18	33.33	Salaries	Salaries	872.14	Expenses	Expenses	30.00	HMRC	PAYE/NI	294.26	Direct Debits			NEST	Pensions	140.62	Multipay Charge Card			Lloyds Bank	Monthly card fee April 18	3.00	Microsoft	Office 365 renewal	59.99	Amazon	Stationery	44.54	Total		4003.56	
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	Santander Total	Reward Saver Interest April 18	1.83 18008.83	
80.3	<u>To approve 2017/18 accounts</u> Draft accounts had been circulated and were available at the meeting. Clerk gave a report on key aspects. Approval proposed by Cllr Bailey. Seconded by Cllr Butlin. RESOLVED unanimously.			
80.4	<u>To approve Annual Governance & Accountability Return (AGAR) Section 1 – Annual Governance Statement 2017/18</u> Annual Governance Statement had been circulated and was available at the meeting. Clerk had also circulated examples of internal controls in place. All sections were considered and agreed as ‘Yes’. Approval of Annual Governance Statement proposed by Cllr Dann. Seconded by Cllr Grove. RESOLVED unanimously.			
80.5	<u>To approve AGAR Section 2 – Accounting Statements 2017/18</u> Draft Accounting Statements had been circulated and were available at the meeting. Approval proposed by Cllr Dann. Seconded by Cllr Bailey. RESOLVED unanimously.			
80.6	<u>To agree dates of the period for the exercise of public rights</u> Agreed period as 4 June 2018 to 13 July 2018			
80.7	<u>To appoint an internal auditor for 2018-19</u> RESOLVED that LGS Services should be appointed as internal auditor for 2018-19. Cost will be £75 + VAT.			
80.8	<u>To review charges & payments for 2018-19</u> RESOLVED to make no changes to general charges. Proposed by Cllr Dann that Cemetery charges should be increased by 6% as there had been no increase for two years. Seconded by Cllr Warboys. RESOLVED unanimously. Noted the Government had stipulated that local authorities must no longer charge fees for children’s burials (Under 18).			
80.9	<u>To agree level of Chair’s allowance for 2018-19</u> Proposed by Cllr Grove that this should remain at £100. Seconded by Cllr Bailey. RESOLVED unanimously.			
80.10	<u>To review banking arrangements and agree any changes to nominated signatories</u> Proposed by Cllr Bailey that the Chair should be appointed as a fourth signatory for the three bank/savings accounts. Seconded by Cllr Butlin. RESOLVED unanimously.			
80.11	<u>To approve Clerk’s 2% pay scale increase from 1 April 2018 and 1 April 2019 in line with NJC agreement</u> Proposed by Cllr Grove that the Clerk’s 2% pay increase from 1 April 2018 and 1 April 2019 should be approved. Seconded by Cllr Warboys. RESOLVED unanimously.			
80.12	<u>To consider quotes for bench and litter bin</u> Proposed by Cllr Bailey that the £180 teak bench quote and the £153.23 litter bin quote should be accepted. Seconded by Cllr Butlin. RESOLVED unanimously.			
80.13	<u>To consider quote for installation of bench, notice board and litter bin</u> It was decided to defer the decision until the June meeting as only one quote had been received.			
80.14	<u>To approve Pavilion extension building regulations application payment</u> Proposed by Cllr Dann that the £204 building regulations fee should be paid. Seconded by Cllr Warboys. RESOLVED unanimously			
18/81	TO FORM A PERSONNEL COMMITTEE AND AGREE ITS MEMBERSHIP AND TERMS OF REFERENCE			

June agenda

	<p>Clerk reported that the PC needs to establish a Personnel Committee because employment matters cannot be delegated to one individual councillor, including the Chair, as councillors do not have the statutory authority to make decisions. RESOLVED unanimously to appoint Cllrs Warboys, Starling, Bailey, Grove and the Chair as Personnel Committee members.</p> <p>RESOLVED unanimously to approve draft terms of reference.</p>	
18/82	<p>TO APPOINT MEMBER REPRESENTATIVES ON OTHER PARISH GROUPS</p> <p>RESOLVED unanimously to appoint the following: Environment Action Group (EAG) – Cllr Butlin Transport Action Group (TAG) – Cllr Starling Oakington & Westwick Neighbours (OWN) – Cllr Grove Community Association – Cllr Dann Oakington Charities – Cllrs Grove & Bailey Oakington Pavilion Committee – Cllr Starling & Chair</p>	
18/83	<p>TO APPOINT OFFICERS AND MEMBERS WITH SPECIFIC AREAS OF RESPONSIBILITY</p> <p>RESOLVED unanimously to appoint the following: Responsible Financial Officer – Clerk Northstowe – Chair, Cllr Dann Recreation Ground/Cemetery/Play area – Cllr Warboys Community Plan – Cllr Butlin Tree Warden – Cllr Grove Community Orchard – to be determined</p>	
18/84	<p>TO CONSIDER PLANNING RELATED MATTERS</p> <p>84.1 <u>To consider Northstowe applications:</u> <u>Ref S/1475/18/RM</u> – Reserved matters of Parcel H7, Phase 1. No recommendation made. <u>Ref S/1419/18/RM</u> – Reserved matters for formal park, Neighbourhood Area for Play and MUGA No recommendation made. <u>Ref S/1559/18/FL</u> – Erection of single span steel deck bridge on land South of Longstanton Road.</p> <p>84.2 <u>RESOLVED unanimously to support.</u> <u>To consider permitting Chair to arrange PC meetings with SCDC Planning team ref input into Northstowe Phase 3 application</u> RESOLVED unanimously that the Chair should arrange PC meetings with SCDC Planning team to discuss Northstowe Phase 3 application.</p>	
18/85	<p>TO ADOPT NEW STANDING ORDERS</p> <p>Proposed by the Chair that new Standing Orders should be adopted. Seconded by Cllr Bailey. RESOLVED unanimously.</p>	
18/86	<p>TO REVIEW FINANCIAL REGULATIONS</p> <p>Further to the Clerk's recommendation, it was RESOLVED unanimously to make no changes.</p>	
18/87	<p>TO REVIEW FREEDOM OF INFORMATION PUBLICATION SCHEME</p> <p>RESOLVED unanimously to approve the draft revised Freedom of Information Publication Scheme.</p>	
18/88	<p>TO ADOPT NEW GDPR RELATED POLICIES, PRIVACY NOTICES AND CONSENT FORMS</p>	

	Draft documents had been circulated prior to the meeting. RESOLVED unanimously to adopt the policies, privacy notices and consent forms en bloc.	
18/89	TO CONSIDER SIGNING UP TO THE COUNTY WIDE DATA PROTECTION OFFICER SCHEME OFFERED BY CAPALC Government had announced it is tabling an amendment to the GDPR bill to exempt parish councils from the requirement to appoint a Data Protection Officer. The Clerk recommended that the PC still signs up to the county wide DPO scheme if it is offered by CAPALC as it would provide support in the event of a data breach.	
18/90	TO REPORT ON MEETINGS ATTENDED Open Spaces Project working group – Cllrs Butlin & Warboys had attended the initial meeting on 1 st May. Notes had been circulated. Draft plan ideas include: community garden, heritage garden, adventure play area, hard path and fitness trail. All to be located on the Rec. Emergency Plan – Cllr Warboys, Clerk and Andrew Dennis (FMG) had met with Lorelie Hunt, Environment Agency on 3 rd May. Lorelie had confirmed that the plan is at an acceptable stage to allow her to order the flood kit. Noted that the kit would probably fit in the PC store room upstairs at Pavilion after some reorganisation. Longstanton Road closure – Chair attended a meeting on 9 th May with the developers Sisk, Homes England, Highways, district and county councillors. Detailed report had been circulated by Dist Cllr Cheung Johnson and posted on village Facebook page. Northstowe Forum on 16 th May will include an item on the road closure.	
18/91	TO CONSIDER SETTING UP REGULAR CHAIRMAN AND CLERK MEETINGS WITH LONGSTANTON PC RESOLVED unanimously that regular meetings can be arranged with the Chair and Clerk of Longstanton PC.	
18/92	DATE OF NEXT MEETING Parish Council – Monday 11 June 2018 Planning meeting – Tuesday 29 May – if required	
	The meeting was declared closed at 9.35pm.	