

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 11 June 2018 at 7.30pm**

Agenda No:		Action/ Power
	Present: Cllrs S Moore (Chair), T Starling, J Grove, G Butlin, J Bailey. Cnty Cllr P Hudson (part meeting). Dist Cllr A Malyon. Clerk: L Lawrence. 8 members of the public	
18/93	APOLOGIES FOR ABSENCE Cllr L Warboys (personal), Cllr M Dann (work). Dist Cllr S Cheung-Johnson	
18/94	DECLARATIONS OF INTEREST None declared.	
18/95	PUBLIC OPEN SESSION Queens Way resident reported that mid-week early morning boot camps had started again in the last couple of weeks with cars arriving on site at 5.45am. He asked that the PC investigate and, if necessary, enforce the decision made last year not to grant consent. Jim Bryant, TAG chair asked for an update on the new speed unit. Clerk reported that she and Cllr Starling are meeting with a CCC officer next week to look at locations but she had been informed that the unit would not be delivered until December. Brian Baxter, TAG asked if any action was being taken about reducing the height of the Tomato Farm trees. Chair responded that this is the hands of SCDC, but he would follow it up with our district councillors. Raj Sanghera (shop owner) stated that they had experienced a 30% reduction in trade since the 'Airfield' road was closed in May. She requested support from the PC for a shop/PO sign at the crossroads, but not necessarily to fund it. Jo Mills, CA Chair stated there would be a theatre production of 'Holding Hands' at the pavilion on 27 th July at 7.30pm Jim Bryant, TAG reported that construction traffic is coming through the village from the Oakington Road, Cottenham development. Cnty Cllr Hudson confirmed that they do have planning consent to use this route. Clerk confirmed that the PC was not consulted on this application. Member of the public suggested that the PC should complain as it is unacceptable that this traffic comes through the village. TAG agreed to monitor vehicle movements and report back to enable the PC to complain with grounds.	July agenda Chair TAG/PC
18/96	TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 14 MAY 2018 Approval proposed by Cllr Grove. Seconded by Cllr Starling and RESOLVED unanimously. Minutes were signed by the Chair.	
18/97	MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA Clerk reported that the pond dispute had been handed over to the PC's insurer.	
18/98	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
98.1	<u>County Councillors Report</u> Cllr Hudson reported he had emailed James Stone, Principal Planning Officer about HGVs coming through Oakington from Northstowe Phase 1 site. He suggested the Clerk and district councillors also complain.	Clerk

<p>98.2</p> <p>98.3</p> <p>98.4</p>	<p>Cottenham Cycle path – relevant landowners had been identified. C6 bus service increase– regulations state that bus operators are not permitted to subsidise unprofitable services and nothing can be done about it.</p> <p><u>District Councillors Report</u> Cllr Malyon was welcomed. She will alternate PC meeting attendance with Cllr Cheung-Johnson. She reported that SCDC had confirmed it considers it can now meet 5 year housing land supply requirements. They had been working on various Northstowe related issues.</p> <p><u>Liaison councillors reports on village groups meetings/activities</u> TAG – Cllr Starling had not been able to attend the last meeting but will go to the next and report back. OWN – Cllr Grove had not yet liaised with OWN chair, Jenny Prince. She will attend the next meeting on 20th June. Jo Mills reported that the Big Lunch held on 9th June was very successful. Jenny will circulate the previous meeting minutes. EAG – Cllr Butlin reported they will have a stall at village day. They are looking at enhancement of amenities. EA had drawn up a list of maintenance works along Oakington Brook. There had been no progress on the attenuation ponds. CA – noted Jo Mills (Chair) had not been made aware that Marcus Dann has been appointed as PC rep.</p> <p><u>Other meetings attended</u> Chairman, Cllrs Warboys and Grove had met with Tam Parry to look at potential Northstowe footpaths. Follow up meeting arranged for 6 July. Clerk had attended Highways meeting at Longstanton PC. Notes had been circulated.</p>																																											
<p>18/104.2</p>	<p><i>It was agreed to bring forward item ref 104.2 to allow Cnty Cllr Hudson, Dist Cllr Malyon and some members of the public to leave the meeting early.</i></p> <p><u>To consider request for shop/PO/pub sign at crossroads.</u> Clerk reported that CCC will not fund commercial signs. Therefore, third party funding would be required. After some discussion it was proposed by Cllr Starling that the PC should support the request for signage at the crossroads and contribute towards the cost. Seconded by Cllr Grove. RESOLVED unanimously. Cnty Cllr Hudson offered to follow this up with Highways. The shop owner stated she had not received a response from Sisk (developer) or Highways to her request to add 'Businesses open as usual' to the Longstanton Road closed sign. Chair agreed to follow this up.</p>	<p>LGA 1972 s137</p> <p>Cllr Hudson</p> <p>Chair</p>																																										
<p>18/99</p> <p>99.1</p>	<p>TO CONSIDER FINANCE RELATED MATTERS</p> <p><u>Approval of payment of the following accounts due.</u></p> <table border="0" data-bbox="347 1525 1350 1980"> <tr> <td>Global Trees Solutions</td> <td>Tree work, Recreation Ground</td> <td>2895.00</td> </tr> <tr> <td>Martin Hardy Associates</td> <td>MUGA maintenance</td> <td>620.00</td> </tr> <tr> <td>GDL Services</td> <td>Graffiti removal, bus shelters</td> <td>42.52</td> </tr> <tr> <td>O&W Pavilion Committee</td> <td>Caretaker duties Mar-May 18</td> <td>56.81</td> </tr> <tr> <td>South Cambs DC</td> <td>Uncontested election fee</td> <td>135.00</td> </tr> <tr> <td>LGS Services</td> <td>Internal audit YE 31 March 18</td> <td>90.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>749.29</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>53.40</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>208.56</td> </tr> <tr> <td colspan="3">Direct Debits</td> </tr> <tr> <td>NEST</td> <td>Pensions</td> <td>117.41</td> </tr> <tr> <td colspan="3">Multipay Charge Card</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly card fee May 18</td> <td>3.00</td> </tr> <tr> <td>ICO</td> <td>Data Protection fee</td> <td>40.00</td> </tr> </table>	Global Trees Solutions	Tree work, Recreation Ground	2895.00	Martin Hardy Associates	MUGA maintenance	620.00	GDL Services	Graffiti removal, bus shelters	42.52	O&W Pavilion Committee	Caretaker duties Mar-May 18	56.81	South Cambs DC	Uncontested election fee	135.00	LGS Services	Internal audit YE 31 March 18	90.00	Salaries	Salaries	749.29	Expenses	Expenses	53.40	HMRC	PAYE/NI	208.56	Direct Debits			NEST	Pensions	117.41	Multipay Charge Card			Lloyds Bank	Monthly card fee May 18	3.00	ICO	Data Protection fee	40.00	
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	Malwarebytes Anti-virus protection subscription 29.99 Total 5037.98	
99.2	<u>Approval</u> proposed by Cllr Bailey. Seconded by Cllr Starling. RESOLVED unanimously. <u>Income Received</u> T Bygott Single depth grave spaces 354.00 R Stebbings Funeral Serv. Interment - Mahoney 97.50 Santander Reward Saver Interest May 18 1.77 Total 509.77	
99.3	<u>To consider paying for Village Day bouncy castles hire</u> CA treasurer confirmed that the CA would be responsible for the bouncy castles on the day with volunteers supervising on a rotation basis. The hirer had been asked to supply a wind-speed monitor and the bouncy castles would be shut down if wind speeds reach over 20mph. He will supply a copy of the risk assessment. Proposed by Cllr Starling that the PC should pay the £210 cost of bouncy castles hire. Seconded by Cllr Grove. RESOLVED unanimously.	LGA 1972 S45
99.4	<u>To consider quotes for installation of bench, bin & notice board</u> Three quotes had been received. Proposed by Cllr Grove that the J P Webster quote of £500 should be accepted. Seconded by Chair. RESOLVED unanimously.	
99.5	<u>To consider quote for Pavilion boiler service</u> Proposed by Cllr Grove that the CPS quote of £496.20 should be accepted. Seconded by Cllr Starling. RESOLVED unanimously.	LGA(Misc Prov) 1976 s19
99.6	<u>To review internal auditor's report for the year ended 31 March 2018</u> Report had been circulated. IA had highlighted a small overclaim error of £1.70 on a VAT and a difference between the assets list total and the supporting statement. Both noted.	
18/100	TO CONSIDER PLANNING RELATED MATTERS	
100.1	<u>To consider Northstowe reserved matters application Ref: S/1991/18/RM – Local Equipped Areas of Play. RESOLVED unanimously to make no comments.</u>	
100.2	<u>To consider commenting on Northstowe Healthy Living and Youth & Play Strategy</u> Noted that this is primarily about younger people and there are no details of the strategy for older people, even though it is mentioned in the introduction.	
100.3	<u>To consider commenting on Northstowe Education Campus secondary schools application Ref: S/0092/18/CC</u> RESOLVED unanimously to make <u>no comments</u> . However, it was noted that Oakington is not in the Northstowe schools catchment area and that consideration should be given to challenging this.	
100.4	<u>To consider tree works application ref S/2125/18/TC – 49 High Street – removal of silver birch</u> RESOLVED unanimously to make <u>no comments</u> .	
100.5	<u>To note any planning application decisions</u> None received	
18/101	TO CONSIDER CORRESPONDENCE RECEIVED	
101.1	GCP – Histon Road consultation	
101.2	SCDC – Village Design Statements meeting 26 June	
101.3	SCDC – Five Year Housing Land Supply briefing note	
101.4	Connections – Summer half-term attendance	

18/102	<p>TO CONSIDER DEVELOPING A THREE-YEAR PLAN</p> <p>Proposed by the Chair that:</p> <p>1. A working party of the PC will produce a three year plan for adoption by the full PC. The plan will identify the priorities of the PC for the next three years and will consist of a limited number of clear, feasible aims. The three year plan will be brought to the full PC for adoption as soon as possible and no later than the October 2018 meeting.</p> <p>2. That a key guiding document will be the Community Led Plan. Seconded by Cllr Grove. RESOLVED unanimously. Working party membership to be agreed. TAG chair reported that all three action groups are planning their next steps. CA chair asked that the CA be included in the groups feeding into the plan.</p>	
18/103	<p>TO CONSIDER COMMUNITY PLAN RELATED MATTERS</p> <p>103.1 <u>To receive revised Community Plan and consider its status</u> Draft revised Community Plan had been circulated. Jim Bryant, CP chair stated that the three action groups had taken on board the comments made by the PC previously and had revised the plan accordingly. Cllr Butlin stated that there are no legal requirements on the PC to carry out the aspirations. If approved the steering group would send the plan to Cambs ACRE and subsequently the PC would lodge it with SCDC. Proposed by the Chair that the PC accepts the Community-Led Plan as a guiding document for the PC's three year plan. Seconded by Cllr Butlin. RESOLVED unanimously.</p> <p>103.2 <u>To approval final locations for 'O&W in Bloom' planted tubs</u> EAG had circulated a revised plan for the location of 22 tubs. Proposed by Cllr Starling that the location plan should be approved. Seconded by Cllr Grove. RESOLVED unanimously.</p> <p>103.3 <u>To consider EAG 'Plan B' proposal for tubs in the event of unsuccessful Community Chest grant application</u> EAG had circulated a Plan B proposal for the location of 10 tubs. Proposed by Cllr Starling that in the event of an unsuccessful grant application the PC should approve the proposal and pay for 10 tubs at a total cost of <u>£770</u> Seconded by Cllr Grove. RESOLVED unanimously.</p>	
18/104	<p>TO CONSIDER HIGHWAYS RELATED MATTERS</p> <p>104.1 <u>To consider submitting Local Highways Initiative application for speed limit reductions in Dry Drayton road as proposed by Transport Action Group</u> Proposed by Cllr Bailey that the proposal should be accepted. Seconded by Cllr Butlin. RESOLVED unanimously. TAG agreed to complete draft LHI application form with support from Cllr Starling. To be submitted at July meeting for approval.</p> <p>104.3 <u>To report on removal of graffiti from bus shelters</u> Longstanton handyman had painted over the graffiti in three bus shelters.</p>	July agenda
18/105	<p>TO CONSIDER RECREATION GROUND RELATED MATTERS</p> <p>105.1 <u>To consider request for an outside tap and boot scraper</u> After some discussion, the request was refused based on cost for the tap and a lack of perceived need for the boot scraper.</p>	
18/106	<p>TO CONSIDER PAVILION RELATED MATTERS</p> <p>106.1 <u>To report on extension progress</u></p>	

106.2	Building regulations application is to be submitted. Football club had committed to investigate funding options. <u>To report on Pavilion Committee meeting held 16 May</u> Clerk reported that finger protectors had been installed on internal doors and emergency lighting repairs had been completed. The tenth anniversary of the pavilion will be celebrated at village day.	
18/107	TO CONSIDER A PARISH TREE PLANTING SCHEME Agreed to defer this item to July meeting.	July agenda
18/108	TO CONSIDER PARISH COUNCIL REPRESENTATION AT VILLAGE DAY It was decided that there was insufficient time to organise representation this year. However, the PC committed to consider it for next year.	
18/109	DATE OF NEXT MEETING Parish Council – Monday 9 July 2018 Planning meeting – Monday 25 June – if required	
	The meeting was declared closed at 9.40pm	