

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

Agenda No:		Action/ Power
	Present: Cllrs S Moore (Chair), T Starling, J Grove, G Butlin. Cnty Cllr P Hudson (part meeting). Dist Cllr A Malyon. (part meeting) Clerk: L Lawrence. 2 candidates. 6 members of the public.	
18/100	APOLOGIES FOR ABSENCE Cllr M Dann (personal). Cllr E Warboys (personal). Cllr J Bailey (work). Dist Cllr S Cheung-Johnson.	
18/101	DECLARATIONS OF INTEREST None declared.	
18/102	PUBLIC OPEN SESSION TAG chair stated that Dry Drayton Road resident had asked Highways if the new style 30mph roundels with red stripes could be added to the road when works are undertaken in August. TAG had prepared several ideas for the proposed LHI application and sought Parish Council guidance/ input particularly on finance queries. A resident requested that a tap is re-instated at the cemetery.	Sept agenda
18/103	CO-OPTION TO PARISH COUNCIL Two applications had been received for the two vacancies. Proposed by Cllr Grove that Mr Luis Navarro should be co-opted on to the Parish Council. Seconded by Cllr Starling. RESOLVED unanimously. Proposed by Cllr Butlin that Mr Ranko Pinter should be co-opted on to the Parish Council. Seconded by Cllr Grove. RESOLVED unanimously. Mr Navarro and Mr Pinter signed Declarations of Acceptance of Office.	
18/104	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 11 JUNE 2018 Approval proposed by Cllr Grove. Seconded by Cllr Butlin and RESOLVED unanimously. Minutes were signed by the Chair.	
18/105	MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA <u>Item ref 18/79.2</u> Pond Work – insurer had approved letter to be sent to riparian owner informing him that the Council’s position remains the same and had advised that further communication with him should be avoided. Clerk to inform EAG chair. <u>Item ref 18/104.2</u> – Shop/pub sign at crossroads – Cnty Cllr Hudson had arranged a meeting with Highways for Wednesday 11 July to progress this.	Clerk
18/106	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
106.1	<u>County Councillors Report</u> Cnty Cllr Hudson updated on Oakington-Girton cycle paths project. He was pleased to report that Greater Cambridge Partnership had agreed £1million funding for the Oakington-Cottenham cycle path. Letters had been sent to riparian owners and some had already responded positively.	
106.2	<u>District Councillors Report</u>	

<p>106.3</p> <p>106.4</p> <p>106.5</p> <p>106.6</p>	<p>Dist Cllr Malyon reported on complaints received about cyclists not being able to cycle over the airfield road crossing. This had now been resurfaced. Dist Cllrs had also followed up on the business mentor scheme on behalf of the shop owners.</p> <p>Northstowe Phase 3 consultation is now available on Northstowe.com website or via a link on the Parish Council's website.</p> <p><u>Liaison councillors reports on village groups meetings/activities</u></p> <p>TAG – Cllr Starling had attended meeting held on 13th June. Discussion included: LHI application, travel hub, 3-year plan, construction traffic and speed monitoring.</p> <p>EAG – minutes of meeting held 27 June had been circulated. Planted tubs will be installed this week. Discussion included flood attenuation, village day plans and open spaces project.</p> <p>CA – Cllr Dann was not present. Therefore, no update.</p> <p>Pavilion Comm. – Chairman had not attended. He had contacted Pavilion chair for an update.</p> <p>OWN – Cllr Grove had attended recent meeting. She commented that they do an excellent job in the community and are entirely self-funded.</p> <p><u>Other meetings/training attended</u></p> <p>Northstowe Phase 3 members only event. Chair's notes had been circulated.</p> <p>Tam Parry – proposed Northstowe footpaths and cycle ways. Chair's notes had been circulated. In response to a question, he confirmed that the discussion included a new path from the recreation ground to Cambridge Road and round behind the garden centre.</p> <p>Sisk – Cllr Grove had liaised with the developer regarding breach of airfield road barrier. The fencing had since been realigned.</p> <p><u>Update on Baptist Chapel works</u></p> <p>Cllrs Warboys was not present. Therefore, no update.</p> <p><u>Play area repairs</u></p> <p>Clerk reported she had instructed Longstanton handyman to replace rotten steps near the zipwire due to health & safety concerns. It was noted that there is additional work required on the play area. Agreed this would be considered following receipt of the annual inspection report which is due in August.</p>																																																				
<p>18/107</p> <p>107.1</p>	<p>TO CONSIDER FINANCE RELATED MATTERS</p> <p><u>Approval of payment of the following accounts due.</u></p> <table border="0"> <tr> <td>Brookfield Groundcare</td> <td>Grass cutting, May 18</td> <td>1020.75</td> </tr> <tr> <td>Brookfield Groundcare</td> <td>Grass cutting June 18</td> <td>911.96</td> </tr> <tr> <td>CPS Building Services</td> <td>Pavilion boilers service</td> <td>595.44</td> </tr> <tr> <td>O&W Comm. Assoc</td> <td>Village day bouncy castles</td> <td>210.00</td> </tr> <tr> <td>CAPALC</td> <td>Annual conference</td> <td>30.00</td> </tr> <tr> <td>A Leadley</td> <td>Refund – weed killer</td> <td>17.50</td> </tr> <tr> <td>GDL Services</td> <td>Play area repairs</td> <td>103.00</td> </tr> <tr> <td>Martin Hardy Assoc Ltd</td> <td>MUGA – sand top up</td> <td>430.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>733.76</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>44.30</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>197.62</td> </tr> <tr> <td colspan="3">Direct Debits</td> </tr> <tr> <td>NEST</td> <td>Pensions</td> <td>114.47</td> </tr> <tr> <td colspan="3">Multipay Charge Card</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly card fee June 18</td> <td>3.00</td> </tr> <tr> <td>Glasdon UK</td> <td>Litter bin</td> <td>183.88</td> </tr> <tr> <td>Total</td> <td></td> <td>4408.80</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously.</p>	Brookfield Groundcare	Grass cutting, May 18	1020.75	Brookfield Groundcare	Grass cutting June 18	911.96	CPS Building Services	Pavilion boilers service	595.44	O&W Comm. Assoc	Village day bouncy castles	210.00	CAPALC	Annual conference	30.00	A Leadley	Refund – weed killer	17.50	GDL Services	Play area repairs	103.00	Martin Hardy Assoc Ltd	MUGA – sand top up	430.00	Salaries	Salaries	733.76	Expenses	Expenses	44.30	HMRC	PAYE/NI	197.62	Direct Debits			NEST	Pensions	114.47	Multipay Charge Card			Lloyds Bank	Monthly card fee June 18	3.00	Glasdon UK	Litter bin	183.88	Total		4408.80	
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18/111	TO CONSIDER RURAL TRAVEL HUB RELATED MATTERS	
111.1	<p><u>In light of further information received from Greater Cambridge Partnership, to review the position of the Parish Council</u></p> <p>Chair gave some background information for the benefit of newly elected councillors and highlighted the conditions previously submitted. After some discussion, it was agreed that the conditions should be re-iterated to GCP, namely:</p> <ol style="list-style-type: none"> 1. Extension of C6 bus service up to busway with turning circle 2. Resumption of 20-minute C6 service frequency 3. Safe off-road cycle way/footway from busway up to Mill Road 4. On-street parking restrictions to prevent commuters parking on nearby roads. 5. Sufficient reserved parking at the busway for residents. <p>The Parish Council had been invited to attend an Oakington RTH workshop on Tuesday 24th July. Chair and Cllr Dann had confirmed they will attend.</p>	
18/112	TO CONSIDER COMMUNITY PLAN RELATED MATTERS	
112.1	<p><u>To report on outcome of O&W in Bloom Community Chest grant application</u></p> <p>Formal notification had been received that South Cambs DC had awarded a grant of £500 for the installation of planted tubs. It was agreed to accept this offer on the conditions outlined. EAG were asked to submit a report on the installation plans for the grant funded tubs.</p>	EAG
18/113	TO CONSIDER HIGHWAYS RELATED MATTERS	
113.1	<p><u>To consider Chair and Cllr Starling delegated authority to work with TAG to finalise initial LHI application</u></p> <p>Proposed by Cllr Navarro that the Chair and Cllr Starling should be given delegated authority to work with TAG on the application for Dry Drayton Road speed reduction measures and submit it by the deadline of 31st July. RESOLVED unanimously.</p>	
18/114	TO CONSIDER RECREATION GROUND RELATED MATTERS	
114.1	<p><u>To report on Village Day held 30 June</u></p> <p>Clerk reported that the committee had done a very good job clearing the recreation ground after the event. Cllr Butlin reported there would be a four-page village day article in the July journal.</p>	
114.2	<p><u>To report on Community Orchard unauthorised parties</u></p> <p>Several young people's parties had taken place in the orchard. It was thought that most attendees were from outside the parish. Chair had reported this to the local PCSO who had agreed to pay attention to the area and speak to any young people gathering there. It was agreed that the PC would monitor the situation for now.</p>	
114.3	<p><u>To consider grounds contractor's recommendation ref Orchard and Rec trees</u></p> <p>Contractor had recommended de-turfing a ring around each tree approx. 450-600 mm in diameter and fill this with woodchip to suppress the weeds. He had kindly offered to supply the woodchip and weed spray 3 or 4 times a year free of charge. Cllr Butlin reported that EAG is fully supportive but are unable to help due not being certified sprayer operators and the fact that they are already working at full capacity</p> <p>After some discussion, it was proposed by Cllr Starling that the Chair (in the Clerk's absence) should be given delegated authority to meet with Daniel Wright, Brookfield on site to discuss options and request a quote. Seconded by Cllr Navarro. RESOLVED unanimously.</p>	Chair

18/115	TO CONSIDER PAVILION RELATED MATTERS	
115.1	<u>To report on extension progress</u> Chair reported he had arranged a meeting with footballers to discuss funding options.	
115.2	<u>To report on boiler service</u> Service had been completed. No remedial work required.	
18/116	TO CONSIDER A PARISH TREE PLANTING SCHEME EAG is to invite Cllr Grove (tree warden) to a meeting to discuss possible options. Cllr Butlin suggested that a tree planting scheme could be built into the 3-year plan.	
18/117	TO CONSIDER AMENDING WEBSITE TO INCLUDE; PARISH COUNCILLOR RESPONSIBILITIES, PHOTOGRAPHS AND INDIVISUAL COUNCILLOR CONTACT DETAILS Clerk stated it is recommended that councillors have dedicated email addresses for council business. Agreed she should investigate domain options and report back. Proposed by Cllr Pinter that councillor email addresses and photographs, but not phone numbers should be added to the website. Seconded by Cllr Navarro. RESOLVED unanimously.	Clerk
18/118	TO CONSIDER RISK RELATED MATTERS	
118.1	<u>To review general Risk Assessment</u> Draft circulated prior to the meeting. Proposed by Cllr Starling that the general risk assessment should be approved without amendment. Seconded by Cllr Navarro. RESOLVED unanimously.	
118.2	<u>To consider approval of GDPR Risk Assessment</u> Draft circulated prior to the meeting. Proposed by Cllr Navarro that the GDPR risk assessment should be approved without amendment. Seconded by Cllr Starling. RESOLVED unanimously.	
118.3	<u>To consider Cloud storage options</u> Clerk's report circulated prior to the meeting. Subsequently she had found out that Microsoft OneDrive data is now stored in UK data centres if the organisation is based in the UK. Office 365 provides 1TB data storage free of charge. But there is already 918GB on the Clerk's back-up hard drive. Proposed by Cllr Navarro that the PC should purchase 5TB OneDrive storage at £7.99 per month. Seconded by Cllr Pinter. RESOLVED unanimously.	
18/119	DATE OF NEXT MEETING Parish Council – Monday 10 September 2018 Planning meetings – Mondays 23 July & 13 August – if required	
	The meeting was declared closed at 9.35pm	