

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 10 September 2018 at 7.30pm**

Agenda No:		Action/ Power
	Present: Cllrs T Starling (Chair), J Grove, G Butlin, E Warboys, R Pinter. Clerk: L Lawrence. 7 Members of the public.	
18/120	APOLOGIES FOR ABSENCE Cllr S Moore (personal), Cllr L Navarro (personal), Cllr J Bailey (work), Cnty Cllr P Hudson.	
18/121	DECLARATIONS OF INTEREST None declared.	
18/122	PUBLIC OPEN SESSION TAG chair reported that the LHI application for Dry Drayton Road speed reduction measures had been submitted before the deadline.	
18/123	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 8 JULY 2018 Approval proposed by Cllr Butlin. Seconded by Cllr Pinter and RESOLVED unanimously. Minutes were signed by the Chair.	
18/124	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 20 AUGUST 2018 Approval proposed by Cllr Grove. Seconded by Cllr Pinter and RESOLVED unanimously. Minutes were signed by the Chair.	
18/125	MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA <u>Ref item 109.4 – Poor mobile reception.</u> Cllr Pinter updated members on the various factors that impact on the village poor mobile signals. Letters had been sent to the four network operators: EE, O2, Vodafone and Three enquiring about their plans for improving coverage. Two had responded, essentially stating that there are no issues with signals. Cllr Pinter to draft follow up letters to be sent by the Clerk.	Cllr Pinter /Clerk
18/126	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
126.1	<u>County Councillors Report</u> Cnty Cllr Hudson had sent apologies. No comments on his report.	
126.2	<u>District Councillors Report</u> Dist Cllr Cheung Johnson updated on the following: <u>Travel Hub</u> – GCP is in the process of preparing feasibility for two options – parking and no parking. Consultation is due out late October/early November. It has not been made clear if the consultation will include a separate ‘No Hub’ questions. Cllr Cheung Johnson suggested that the PC considers what it would like and ensures the relevant questions are included in the consultation. She offered to support the PC in that process. <u>A14</u> – Highways England plan to upgrade the A14 to a motorway between Girton and Ellington. This will be a ‘smart’ motorway with no hard shoulders. A14 works are currently on schedule and it is possible they may be completed earlier than December 2020. The Bar Hill junction will be closed in both directions from 14 – 17 September due to new bridge installation works.	Clerk/Chair

126.3	<p><u>Liaison councillors reports on village groups meetings/activities</u> <u>TAG</u> – Cllr Starling had attended meeting held 3 September. Discussion included: LHI application, Northstowe and Travel Hub – residents’ questionnaire being considered. <u>EAG</u> – Cllr Butlin reported that the planned journal insert on flood mitigation/attenuation ponds had been delayed until the current situation can be clarified as conflicting information had been received. EAG/FMG are to follow up with Philip Harker, HCA and will report back. <u>OWN</u> – Cllr Grove congratulated OWN on excellent Tea and Jazz event.</p>																																																																						
126.4	<p><u>Other meetings/training attended</u> Clerk – joint Highways meeting at Longstanton. Notes circulated Clerk – Police meeting with PCSO Bujar Mani and Sergeant Emma Hilsen. Noted circulated. Chair & Clerk– Northstowe Planning Officer meeting. Notes circulated. Cllr Warboys & Clerk – Play Area. Remedial work action plan to be brought to the October meeting. Cllr Warboys, Clerk & Andrew Dennis (FMG) – Emergency Plan and flood kit.</p>	Oct agenda																																																																					
126.5	<p><u>Update on Baptist Chapel works</u> Cllr Warboys reported that the work probably won’t be completed until summer 2019.</p>																																																																						
126.6	<p><u>Clerk’s report</u> Clerk updated on the following: <u>Councillor Vacancy</u> – South Cambs District Council had confirmed that the vacancy may now be filled by co-option. Clerk to advertise this and include on October agenda. <u>AGAR 2017-18</u> – external auditor had completed the limited assurance review. No matters of concern raised. Clerk to publish Notice of Conclusion of Audit, together with certified AGAR parts 1, 2 and 3.</p>	Oct agenda Clerk																																																																					
18/127	TO CONSIDER FINANCE RELATED MATTERS																																																																						
127.1	<p><u>Approval of payment of the following accounts due.</u></p> <p><u>August (Paid 13.8.18)</u></p> <table border="0"> <tr> <td>Oakington Garden Centre</td> <td>16 planted tubs</td> <td>1040.00</td> </tr> <tr> <td>Brookfield Groundcare</td> <td>Grass cutting July 18</td> <td>563.05</td> </tr> <tr> <td>Connections Bus Project</td> <td>11 sessions April-July</td> <td>2621.30</td> </tr> <tr> <td>O&W Sports Pav Comm.</td> <td>Connections MUGA sessions</td> <td>88.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>885.08</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>303.37</td> </tr> <tr> <td colspan="3">Direct Debits</td> </tr> <tr> <td>NEST</td> <td>Pensions</td> <td>143.08</td> </tr> <tr> <td colspan="3">Multipay Charge Card</td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly card fee July 18</td> <td>3.00</td> </tr> <tr> <td>Prestige Cartridges</td> <td>Printer toner</td> <td>34.79</td> </tr> <tr> <td>Safelincs Ltd</td> <td>Defibrillator battery</td> <td>82.19</td> </tr> <tr> <td>Total</td> <td></td> <td>4408.80</td> </tr> <tr> <td colspan="3"><u>September</u></td> </tr> <tr> <td>Came & Company</td> <td>Annual insurance</td> <td>3024.53</td> </tr> <tr> <td>Connections Bus Project</td> <td>3 sessions Aug</td> <td>714.90</td> </tr> <tr> <td>Brookfield Groundcare</td> <td>Grass cutting Aug 18</td> <td>814.60</td> </tr> <tr> <td>PKF Littlejohn</td> <td>AGAR 2017-18</td> <td>240.00</td> </tr> <tr> <td>Play Inspection Company</td> <td>Play area inspection</td> <td>78.00</td> </tr> <tr> <td>O&W Sports Pav Comm.</td> <td>Caretaker duties Jun-Aug 18</td> <td>8.74</td> </tr> <tr> <td>A Sillett</td> <td>Teak oil, bench</td> <td>12.14</td> </tr> <tr> <td>GDL Services</td> <td>Replace sleepers, play area</td> <td>125.98</td> </tr> </table>	Oakington Garden Centre	16 planted tubs	1040.00	Brookfield Groundcare	Grass cutting July 18	563.05	Connections Bus Project	11 sessions April-July	2621.30	O&W Sports Pav Comm.	Connections MUGA sessions	88.00	Salaries	Salaries	885.08	Expenses	Expenses	30.00	HMRC	PAYE/NI	303.37	Direct Debits			NEST	Pensions	143.08	Multipay Charge Card			Lloyds Bank	Monthly card fee July 18	3.00	Prestige Cartridges	Printer toner	34.79	Safelincs Ltd	Defibrillator battery	82.19	Total		4408.80	<u>September</u>			Came & Company	Annual insurance	3024.53	Connections Bus Project	3 sessions Aug	714.90	Brookfield Groundcare	Grass cutting Aug 18	814.60	PKF Littlejohn	AGAR 2017-18	240.00	Play Inspection Company	Play area inspection	78.00	O&W Sports Pav Comm.	Caretaker duties Jun-Aug 18	8.74	A Sillett	Teak oil, bench	12.14	GDL Services	Replace sleepers, play area	125.98	
Oakington Garden Centre	16 planted tubs	1040.00																																																																					
Brookfield Groundcare	Grass cutting July 18	563.05																																																																					
Connections Bus Project	11 sessions April-July	2621.30																																																																					
O&W Sports Pav Comm.	Connections MUGA sessions	88.00																																																																					
Salaries	Salaries	885.08																																																																					
Expenses	Expenses	30.00																																																																					
HMRC	PAYE/NI	303.37																																																																					
Direct Debits																																																																							
NEST	Pensions	143.08																																																																					
Multipay Charge Card																																																																							
Lloyds Bank	Monthly card fee July 18	3.00																																																																					
Prestige Cartridges	Printer toner	34.79																																																																					
Safelincs Ltd	Defibrillator battery	82.19																																																																					
Total		4408.80																																																																					
<u>September</u>																																																																							
Came & Company	Annual insurance	3024.53																																																																					
Connections Bus Project	3 sessions Aug	714.90																																																																					
Brookfield Groundcare	Grass cutting Aug 18	814.60																																																																					
PKF Littlejohn	AGAR 2017-18	240.00																																																																					
Play Inspection Company	Play area inspection	78.00																																																																					
O&W Sports Pav Comm.	Caretaker duties Jun-Aug 18	8.74																																																																					
A Sillett	Teak oil, bench	12.14																																																																					
GDL Services	Replace sleepers, play area	125.98																																																																					

	Salaries	Salaries	733.76	
	Expenses	Expenses	30.00	
	HMRC	PAYE/NI	192.62	
	Direct Debits			
	NEST	Pensions	114.47	
	Multipay Charge Card			
	Hayes Garden World	Teak bench	265.05	
	Timpsons	Brass plaque, bench	24.00	
	Lloyds Bank	Monthly card fee Aug 18	3.00	
	Total		6386.79	
	<u>Approval</u> proposed by Cllr Pinter. Seconded by Cllr Warboys. RESOLVED unanimously.			
127.2	<u>Income Received</u>			
	Ivett & Reed	Memorial, Darkin	134.00	
	South Cambs DC	Community Chest grant	500.00	
	Resident	Grave space	280.00	
	Co-op Funeralcare	Grave & interment, Mason	341.00	
	Santander	Reward Saver Interest Jun-Aug 18	5.43	
	Total		1260.43	
18/128	TO CONSIDER PLANNING RELATED MATTERS			
128.1	<u>To consider new planning applications:</u> <u>S3279/18/FL – 37 Cambridge Road</u> – erection of two dwellings following demolition of existing dwelling. RESOLVED unanimously to <u>support</u> . No comments.			
128.2	<u>To note Northstowe applications</u> <u>S/2890/18/DC</u> – Discharge Condition 8 (Phasing) Phase 2			
128.3	<u>To note any planning application decisions</u> <u>S/2527/18/FL – 72 High Street</u> – two storey side and rear extension and single rear extension. <u>Approved</u> .			
18/129	TO CONSIDER CORRESPONDENCE RECEIVED			
129.1	<u>Resident</u> – concerns ref proposed Northstowe Southern Access Road East. Noted this would be included in the Phase 3 application.			
129.2	<u>Cambs ACRE</u> – Local Councils Conference 23 Nov. Chair and Clerk to attend.			
129.3	<u>CAPALC</u> – AGM 11 October. Chair to attend.			
129.4	<u>James Blacow, City Access</u> – topographical survey, proposed Rural Travel Hub site at Busway			
129.5	<u>A14 Team</u> – A14 closure Bar Hill junction 14 -17 Sept and Swavesey junction 12-15 Oct.			
129.6	<u>CCC</u> – Traffic Management training 19 or 26 Sept. Agreed to forward to Community Association and ask if any of their members would be interested.			
129.7	<u>EA, Flood Resilience team</u> – FCERM Strategy feedback on flood/coastal change management. Andrew Dennis (FMG) had completed survey.			
129.8	<u>SCDC</u> - Emergency Plans. Discussed under item 18/134.			
129.9	<u>Came & Co</u> – Hiscox insurance renewal (3-year LTA)			
129.10	<u>EE & O2</u> – responses to complaint letter ref poor mobile reception			
129.11	<u>Connections</u> – April to July report. Noted very low attendance, particularly during summer holiday sessions. Cllr Pinter suggested the PC might consider working with the Church on youth provision as they are currently looking for a youth worker. Agreed to review youth provision/Connections Bus at a future meeting before 2019-20 budget is set.			
129.12	<u>Play Inspection Co</u> – play area stock valuation 2018			
129.13	<u>SCDC/City Council</u> – Local Plans. Inspectors final report.			
129.14	<u>James Blacow, City Access</u> – RTH formal consultation October 2018			
				Nov agenda

129.15	<u>Resident</u> – concerns ref speeding in village. Clerk to respond.	Clerk
18/130	TO CONSIDER THREE-YEAR PLAN RELATED MATTERS	
130.1	<u>To consider three-year plan priorities following initial discussion at 23 July Planning meeting</u> Scoping and prioritising notes had been circulated. No additional suggestions put forward. Noted that the 2019-20 budget would need to be built around the final agreed three-year plan. Draft priorities will be circulated for consideration at the October meeting.	Oct agenda
130.2	<u>To consider Northstowe Section 106 priorities in line with three-year plan</u> A suggestion had been put forward that additional Section 106 money could be obtained from the developers in lieu of on-site provision. This would allow them to maximise housing. However, it was felt that the three-year plan priorities would need to be agreed before a Section 106 application can be made. Cllr Cheung Johnson suggested that the PC should finalise a S106 wish list as a matter of priority.	Oct agenda
130.3	<u>To consider way forward for Section 106 Open Spaces project</u> Cllr Butlin updated on working group actions and conclusions drawn following informal consultation with residents. There appeared to be little interest for a heritage garden and fitness trail. He proposed that the working group should focus solely on a hard path and natural elements of play around the Rec. He also suggested that the working group should continue in its current form but with a smaller membership. A meeting will be organised to progress the two options with a view to submitting a formal proposal to the PC next spring. Cllrs Warboys and Grove asked that the working group considers incorporating a multi-sport games wall into the plans.	Cllr Butlin
18/131	TO CONSIDER COMMUNITY GROUPS RELATED MATTERS	
131.1	<u>To consider accepting ownership of three additional planted tubs to by donation by Community Association</u> RESOLVED unanimously to take on ownership of three additional tubs. Clerk reported that Highways would need to approve the proposed locations.	
18/132	TO CONSIDER HIGHWAYS RELATED MATTERS	
132.1	<u>To consider submitting an application to A14 Community Fund for traffic calming measures in Cambridge Road</u> Cllr Starling reported on the increasing issue of speeding traffic in Cambridge Road and an initial conversation he had had with the A14 Community Fund administrators. Advice had also been sought from Matt Staton, Highways Projects Manager who had advised there are two options open to the PC; 1. A privately funded highway project which would require a £500 non-refundable feasibility application fee. 2. A Local Highways Initiative application. The Clerk reported that the PC does not have the power to undertake any traffic calming works on its own initiative. But it can work collaboratively with Highways and contribute to traffic calming funding. RESOLVED unanimously to submit an Expression of Interest Form to the A14 Community Fund for speed tables. If the response is positive, the PC will consider submitting a privately funded project feasibility application to Highways.	LG & Rating Act 1997, s30
132.2	<u>To report on progress ref bench, bin and notice board for land near shop</u> Clerk reported that the bench was purchased from Hayes Garden World as Oakington Garden Centre were out of stock. All items are ready to be installed by the contractor, JP Webster, as soon as he obtains consent from Highways.	

18/133	TO CONSIDER RECREATION GROUND RELATED MATTERS	
133.1	<u>To consider resident's request for cemetery tap</u> Chair reported that the original cemetery tap had been stopped off at the end of Queens Way during pavilion car park works and it would not be feasible to re-instate it. Other options were discussed. Proposed by Cllr Butlin that a push-button tap with a drain underneath should be installed on the pavilion wall near the changing rooms, subject to Pavilion Committee consent. Seconded by Cllr Grove. RESOLVED unanimously. Clerk was given delegated authority to instruct a contractor to undertake work, with a maximum budget set of £500. RESOLVED unanimously.	Clerk
133.2	<u>To consider action to take regarding orchard and recreation ground tree maintenance</u> Chair and Clerk had met with Daniel Wright, Brookfield at Mill Road orchard and subsequently accepted his quote for £200 to clear the overgrown vegetation. (Under Financial Regulation 4.1). Daniel had advised that he is not interested in undertaking de-turfing work on the Rec orchard trees but would still be willing to supply infill woodchip free of charge and weed spray round each tree 3-4 times a year. After some discussion, the Clerk was instructed to ask an alternative licensed contractor to quote to just weed spray around each tree.	Open Spaces Act 1906, s10
133.3	<u>To consider Community Association application to use Rec for bonfire event on 3 November</u> Application approval proposed by Cllr Pinter, subject to receipt of copy of CA public liability insurance and risk assessment. Seconded by Cllr Warboys. RESOLVED unanimously.	
18/134	TO REPORT ON EMERGENCY PLAN AND FLOOD KIT PROGRESS Cllr Warboys had circulated the latest draft Emergency Plan. Sections still to be populated: Emergency group list (telephone tree) – action groups had agreed in principle to be included. Local skills/resources group – noted that anyone putting themselves forward is merely agreeing to help if able to do so at the time. There would be no other obligation. Vulnerable residents list – agreed that this is best left to the individual groups. The flood kit order form had been submitted to Environment Agency. A working party will be needed to clear some space in the PC storeroom for the kit.	
18/135	TO APPOINT THE FOLLOWING OFFICERS/GROUP REPS: Community Orchard: Cllr Warboys - Rec orchard. Cllr Grove- Mill Road orchard Additional Northstowe rep: Cllr Starling Community Association rep: Cllr Pinter.	
18/136	DATE OF NEXT MEETING Parish Council – Monday 8 October 2018 Planning meeting – Monday 24 September– if required	
	The meeting was declared closed at 9.00pm	