

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 14 January 2019 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, J Grove, G Butlin, E Warboys, L Navarro, J Bailey, R Pinter. In attendance: Cnty Cllr P Hudson (part meeting), Dist Cllr A Malyon (part meeting.) Clerk: L Lawrence. 5 members of the public.	
19/1	APOLOGIES FOR ABSENCE All councillors present.	
19/2	DECLARATIONS OF INTEREST None declared.	
19/3	PUBLIC OPEN SESSION Resident referred to agenda item 19/10.2 and suggested the PC also considers trying to acquire some land to the north of the pavilion with a view to increasing the size of the car park. He also asked Cnty Cllr Hudson to put pressure on the County Council to deal with potholes in Queens Way, preferably by full resurfacing.	
19/4	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 10 DECEMBER 2018 Approval proposed by Cllr Grove. Seconded by Cllr Pinter. RESOLVED unanimously. Minutes were signed by the Chair.	
19/5	MATTERS ARISING FROM PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA None.	
19/6	GENERAL POWER OF COMPETENCE 6.1 Clerk's report on General Power of Competence was accepted. Noted the PC satisfies the conditions as it has 6 out of 9 councillors elected and the Clerk holds the Certificate in Local Council Administration (CiLCA). 6.2 Motion: "The Parish Council resolves from 14 January 2019, until the next relevant Annual Meeting of the Council, that having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, to adopt the General Power of Competence" Proposed by Cllr Butlin. Seconded by Cllr Starling. RESOLVED unanimously. Noted that the PC will be required to reconfirm eligibility at the next 'relevant' annual meeting which would be in May 2022.	
19/7	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.) 7.1 <u>County Councillors Report</u> Cnty Cllr Hudson updated on the following: - He will chase Homes England regarding moving the 'Road Ahead Closed' sign in Longstanton Road - Noted that the Travel Hub consultation ended on 7 January. He has asked that the result is split between the Oakington and Cottenham responses to	Cnty Cllr Hudson

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<p>7.2</p> <p>7.3</p> <p>7.4</p> <p>7.5</p> <p>7.6</p>	<p>ascertain how our residents feel about the hub. He will register to speak at the GCP Board meeting. Chair volunteered to attend on behalf of PC. -He had spoken to Hugo Mallaby, CCC Rural Estates regarding potential land offer who said that he would be prepared to consider leasing the land to the PC. Cllr Hudson is willing to follow this up if the PC decides to progress it.</p> <p><u>District Councillors Report</u> (Verbal) District Cllr Malyon committed to follow up on a number of issues including arranging a meeting with Philip Harker regarding Northstowe Phase 3, street sweeping/drain clearing and local air quality. Next Northstowe Forum will be held on 6 February.</p> <p><u>Liaison councillors reports on village groups meetings/activities</u> TAG – January meeting included discussion on LHI, speed unit data, traffic survey and cycleways. Cnty Cllr Hudson stated that Strutt & Parker had been appointed to contact the land owners regarding the Oakington to Cottenham cycleway. He also advised that any suggested amendments to the Oakington to Girton cycleway plans should be submitted as soon as possible. OWN – meeting had been postponed. Cllr Grove is currently standing in for one of the members. Noted there would be an OWN insert in the January journal. EAG – draft minutes of the January meeting will be circulated shortly. Community Association – next meeting to be held on 21 January and will include a discussion on the definition of CA membership. 2019 plans include a spring market, village day and bonfire event.</p> <p><u>Other meetings/training attended</u> <u>LHI presentation</u> – Chair & Jim Bryant, TAG had attended. After some discussion/advice the panel had agreed to consider a request to install a 40mph limit for 600 metres on approach to the existing 30mph signs. <u>Connections Bus</u> – Chair had met with Alan Webb to discuss raising profile of youth provision. Connections are unable to offer anything more than the bus, due to lack of qualified youth workers but had suggested offer a 10-week childminding course for young people which is extremely popular in Histon & Impington. The cost to the PC would be £1,000.</p> <p><u>A14 Borrow Pits</u> Andrew Dennis, FMG was invited to give a report on the A14 Borrow Pit No 6 Restoration Plan. His written report and copies of the plan maps were circulated at the meeting. He suggested several actions including obtaining confirmation of the extent of any inflows to the pits from A14 run-off and ensuring any discharges from the pits do not exceed the greenfield rates for the area. The pits are at the head of the catchment for the awarded watercourse which flows to Cambridge Road etc. If a scheme is to be considered to provide possible flood storage, it will be necessary to undertake a detailed survey to ascertain feasibility. This would show whether it is possible to use the western part of the borrow pit for flood storage from the brook.</p> <p><u>Clerk's report.</u> Noted. <i>Cnty Cllr Hudson & Dist Cllr Malyon left the meeting at 8.20pm.</i></p>	<p>Dist Cllr Malyon</p>
<p>19/8</p> <p>8.1</p>	<p>TO CONSIDER PLANNING RELATED MATTERS</p> <p><u>To consider new applications</u> <u>S/44763/18/FL – Land rear of 21 Coles Lane</u> – erection of 1-bedroom dwelling RESOLVED unanimously to <u>support</u>. Comment – the proposed property seems to have been sensitively designed. <u>S/4786/18/FL – Land adjacent to 13 Station Road</u> – erection of two-storey 4-bedroom house and detached outbuilding. RESOLVED unanimously to make <u>no recommendation</u>. Comment – the PC is concerned about potential obstruction issues caused by construction lorries</p>	

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	being parked on Station Road. The traffic management plan needs to be strictly enforced. <u>S/44704/18/FL – 32 Water Lane</u> – demolition of utility room and single storey side extension. RESOLVED unanimously to <u>support</u> . No comments.																
8.2	<u>To consider commenting on A14 Borrow Pit 6 restoration plan</u> Proposed by Cllr Butlin that Andrew Dennis, FMG should be asked to draft a response for the PC to submit. Seconded by Cllr Bailey. RESOLVED unanimously. Agreed response should also include a query about the feasibility of providing an ‘environment suitable for quiet informal recreation’ and a request for provision of island nests for ground nesting wildfowl in all three borrow pits.	FMG															
8.3	<u>To note any planning application decisions</u> <u>S4422.18/PA – 15 Water Lane</u> – prior notification of proposed single storey rear extension. Refused. <u>S3918/18/FL – 11 Water Lane</u> – single storey rear extensions. Approved.																
19/9	TO CONSIDER HIGHWAYS MATTERS																
9.1	<u>To consider traffic calming measures policy</u> Chair stated that traffic issues had been identified as a key action from the Community Plan and the PC should progress this as a priority. It was agreed to explore possible measures with Highways experts/Police and consult with residents.																
9.2	<u>To consider Longstanton Road litter bin options</u> Proposed by Cllr Bailey that the bin should be re-sited on a new concrete base and a budget set of £500. Seconded by Cllr Starling. RESOLVED unanimously.																
9.3	<u>To consider commenting on application to divert part of Public Bridleway 10 in Longstanton parish as part of Northstowe P2 infrastructure works</u> No comments.																
19/10	TO CONSIDER RECREATION GROUND/OPEN SPACE RELATED MATTERS																
10.1	<u>Open Spaces project update</u> Cllr Butlin stated there was no update as the project progression is currently on hold pending a decision on item 10.2.																
10.2	<u>To consider giving Cllr Butlin delegated authority to discuss potential land offer for parish use with CCC Rural Assets Manager</u> Cllr Butlin reminded councillors that CCC had offered to lease a strip of its land in Cambridge Road to a community group for a community garden. The offer had been declined. As Cnty Cllr Hudson had already reported (item 7.3), CCC would be prepared to consider renting the land to the PC. Cllr Butlin sought permission to discuss the land offer with the Rural Assets Manager with a view to the PC considering leasing it for an extension to the Recreation Ground. A lengthy discussion ensued during which several councillors expressed concerns about the potential impact on the tenant farmer who keeps sheep in the field. It was agreed to defer this item to the February meeting so that further information could be obtained to enable the PC to make an informed decision about whether to progress this or not.	Feb agenda															
19/11	TO CONSIDER FINANCE RELATED MATTERS																
11.1	<u>Approval of payment of outstanding accounts due</u> <table border="0"> <tr> <td>Connections Bus Project</td> <td>11 visits Sep – Dec 18</td> <td>2621.30</td> </tr> <tr> <td>E J Wynn</td> <td>Reimbursement pond bank works</td> <td>650.00</td> </tr> <tr> <td>A J King</td> <td>Football pitches verti-draining</td> <td>402.00</td> </tr> <tr> <td>O&W Pavilion Comm</td> <td>Caretaker work Sep – Dec 18</td> <td>43.70</td> </tr> <tr> <td>Activ Security</td> <td>CCTV annual maintenance</td> <td>144.00</td> </tr> </table>	Connections Bus Project	11 visits Sep – Dec 18	2621.30	E J Wynn	Reimbursement pond bank works	650.00	A J King	Football pitches verti-draining	402.00	O&W Pavilion Comm	Caretaker work Sep – Dec 18	43.70	Activ Security	CCTV annual maintenance	144.00	
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	Salaries	Salaries	885.08	
	Expenses	Expenses	30.00	
	HMRC	PAYE/NI	303.37	
	Direct Debits			
	NEST	Pensions	143.08	
	Multipay Charge Card			
	SLCC Enterprises	Local Council Administration 11 th ed	108.79	
	Lloyds Bank	Monthly card fee Dec 18	3.00	
	PC World Business	Laserjet printer	276.69	
	Tesco	Printer ink & stationery	28.75	
	Total		5636.76	
	<u>Approval</u> proposed by Cllr Pinter. Seconded by Cllr Navarro. RESOLVED unanimously.			
11.2	<u>To report on any income received</u>			
	M Good	Rec Metafit sessions Sep – Dec 18	70.00	
	Milton Colts FC	Pitch hire Oct 18	20.00	
	Santander	Interest Nov & Dec 18	4.21	
	Total		94.21	
11.3	<u>To consider Pavilion external tap/drain quotes</u>			
	Proposed by Cllr Butlin that A P Groundworks drain quote of <u>£430</u> should be accepted and Clerk given a delegated budget of <u>£300</u> to instruct a plumber to install the tap. Seconded by Cllr Starling. RESOLVED unanimously.			
	<i>RESOLVED that Standing Order 3(v) should be suspended at 9.30pm to allow business to be completed.</i>			
11.4	<u>To consider funding Connections Bus visits 2019-20</u>			
	Connections had notified of a fee increase to £242 per session with effect from April 2019.			
	Proposed by Cllr Navarro that the PC should fund term-time sessions costing approximately <u>£8,800</u> , plus one childminding course at a cost of <u>£1,000</u> . RESOLVED unanimously.			
11.5	<u>To note bank reconciliation as at 31 December 18</u>			
	Noted.			
11.6	<u>To approve 2019/20 Budget</u>			
	RFO's draft budget had been circulated and a copies were available at the meeting. The following amendments were suggested;			
	Connections Bus project – set £9,800 to cover term-time only visits, plus one child-minding course.			
	Community grant fund – increase from £1,000 to £2,500. All grant requests to be made via application.			
	Approval of budget of <u>£61,970</u> (as amended) proposed by Cllr Starling. Seconded by Cllr Navarro. RESOLVED unanimously.			
11.7	<u>To set 2019-20 Precept</u>			
	Proposed by Cllr Pinter that the Precept should be increased by 10% to <u>£38,885</u> . Seconded by Cllr Butlin. RESOLVED unanimously. Noted this would equate to approximately £65.95 per Band D household. This increase should allow the PC some budget flexibility to progress traffic calming measures in 2019-20.			
11.8	<u>To consider accepting ownership of planted tub located outside Crossways House</u>			
	Proposed by Cllr Navarro that the PC should accept ownership of the tub. Seconded by Cllr Starling. RESOLVED unanimously.			
19/12	TO CONSIDER CORRESPONDENCE RECEIVED			
12.1	<u>NJC – National Salary Award (Clerk) 2019-20</u>			
12.2	<u>Over Day Centre – grant request.</u> Clerk to ask them to submit a grant application.			
				Clerk

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12.3	<u>FMG</u> – Brook pipe protection update. Works now completed.	
12.4	<u>TAG</u> – May traffic survey analysis. Report received from Jim Bryant, TAG.	
19/13	DATE OF NEXT MEETING	
	Parish Council – Monday 11 February 2019 Planning meeting – Monday 28 January	
	The meeting was declared closed at 10.10pm	

DRAFT