

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 11 February 2019 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore (Chair), T Starling, J Grove, G Butlin, E Warboys, L Navarro, J Bailey, R Pinter. In attendance: Dist Cllr A Malyon (part meeting.) Clerk: L Lawrence. 6 members of the public.	
19/14	<b>APOLOGIES FOR ABSENCE</b>  All councillors present.	
19/15	<b>DECLARATIONS OF INTEREST</b>  Cllr Starling declared a pecuniary interest regarding item 19/21.1 as he is the applicant for application ref S/0226/19/FL	
19/16	<b>PUBLIC OPEN SESSION</b>  Alister Bailey read out a letter on behalf of TAG which expressed concerns about the proposed plans for the Oakington to Girton cycleway. TAG sought advice from the PC on how to follow this up and requested endorsement of TAGs representations. Chair explained that the PC had resolved to support the cycleway plans at its November 2018 meeting and this decision could not be reviewed unless three or more councillors put forward a motion to rescind it. He had, however, asked Cnty Cllr Hudson and the project officers if they would be prepared to meet with TAG to discuss their concerns. He awaits their response. Dist Cllr Malyon will look into the query raised by TAG concerning extra S106 money from Northstowe Phase 1 for the cycleway project. <i>2 TAG members left the meeting at 7.40pm</i>	Dist Cllr Malyon
19/17	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 14 JANUARY 2019</b>  Approval proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
19/18	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 28 JANUARY 2019</b>  Approval proposed by Cllr Starling. Seconded by Cllr Grove. RESOLVED unanimously.	
19/19	<b>MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA</b>  Cllr Starling reported that the Pavilion external tap is due to be fitted on 14 February.	
19/20	<b>TO RECEIVE REPORTS</b> (Circulated prior to the meeting and available on PC website.)	
20.1	<u>County Councillors Report</u> Cnty Cllr Hudson had sent his apologies but had informed the Clerk that he had reason to believe the LHI application for Dry Drayton Road had been successful.	
20.2	<u>District Councillors Report</u> Dist Cllrs Malyon and Cheung Johnson had attended a meeting with the Chair and Philip Harker, Homes England this morning. Cllr Malyon will circulate her	

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<p>20.3</p> <p>20.4</p> <p>20.5</p> <p>20.6</p>	<p>notes for information. Noted that a Principal Planning officer still hasn't been appointed for Northstowe Phase 3. She responded to the Chair's questions on "My South Cambs" customer portal, Cambourne to Cambridge Busway and East-West Rail Route consultation on proposed routes, all of which run South of Cambridge.</p> <p><u>Liaison councillors reports on village groups meetings/activities</u></p> <p>OWN – Cllr Grove had been unable to attend the recent committee meeting and event due to illness. Chair reported that CCC holds demographic data on residents which may be useful for possible projects. But it would be necessary to establish the actual needs are in the parish before considering any proposals. He is to visit Over Day Centre with Paul Kershaw.</p> <p>Pavilion Committee – Cllr Starling's report had been circulated. Discussion included new chairs for meeting room, outside tap and promoting the village lottery.</p> <p>TAG – Cllr Starling's report had been circulated. Discussion included cycleway, travel hub and East-West Rail.</p> <p>EAG – minutes of the 9 January meeting had been circulated. Noted that the pond fence had now been installed.</p> <p><u>Other meetings/training attended</u></p> <p>Chair – Northstowe Parish Forum. This included a very interesting presentation on the proposed town centre which will eventually become our town centre. Homes England had been invited to speak about the town centre proposals at the Annual Parish Meeting.</p> <p><u>Chair's report on Homes England meeting and to agree actions resulting from report.</u></p> <p>Chair gave a lengthy verbal report on the meeting he had attended this morning with Philip Harker, Homes England and our District Councillors. The discussion included:</p> <ul style="list-style-type: none"> <li>• Promised flood attenuation pond near Dry Drayton Road</li> <li>• A14 Borrow pit for additional flood attenuation</li> <li>• Phase 3A drainage queries raised by FMG</li> <li>• Southern Access Road East (SARE)</li> <li>• Station Road entrance to Northstowe</li> <li>• Mill Road orchard lease</li> <li>• Green separation boundary</li> </ul> <p><u>Clerk's report</u></p> <p>Noted. There were no updates. <i>Dist Cllr Malyon left the meeting at 8.20pm.</i></p>	
<p>19/21</p> <p>21.1</p> <p>21.2</p>	<p><b>TO CONSIDER PLANNING RELATED MATTERS</b></p> <p><u>To consider new planning applications:</u> <i>Cllr Starling left the meeting.</i> <u>S/0226/19/FL – 27A Cambridge Road -new first floor over existing ground floor and pool area</u> After a lengthy discussion it was RESOLVED unanimously to make <u>no recommendation</u>. Comment that the PC has some concerns about the proposed height in relation to the neighbouring properties. <i>Cllr Starling rejoined the meeting.</i> <u>S/S/0234/19/FL – 15 Manor Farm Close – single storey front extension</u> RESOLVED unanimously to <u>support</u>. No comments. <u>S/4712/18/FL – 28 Water Lane – single storey side and rear extension, front porch and garage extension</u> RESOLVED unanimously to <u>support</u>. No comments.</p> <p><u>To note any planning application decisions</u> <u>S/4704/18/FL – 32 Water Lane – demolition of utility room and single storey side extension. Approved.</u></p>	

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	<u>S4763/18/FL – land rear of 21 Coles Lane – erection of 1-bedroom dwelling and associated infrastructure. <u>Withdrawn.</u></u>																																											
19/22	<b>TO CONSIDER HIGHWAYS MATTERS</b>																																											
22.1	<p><u>To consider the following in relation to traffic calming measures:</u></p> <p>i. Request TAG to prepare a report on speeding, using any data available</p> <p>ii. Form a working party of Councillors who will contact the relevant authorities and report back on the feasibility of:</p> <p>a) purchase of police officer time</p> <p>b) the installation of a traffic camera (that can be used to fine speeding drivers</p> <p>c) physical highway barriers to limit speeding</p> <p>Cllr Starling reported that TAG will analyse the speed unit data with a view to this be used as evidence in support of potential measures. Chair is to meet with Josh Rutherford (CCC project manager), Cnty Cllr Hudson and Nathan Clark (acting primary school head) to discuss traffic issues in Water Lane.</p> <p>After some discussion, Cllr Starling agreed to research options, liaise with TAG and report back at a future meeting. Cllr Warboys offered to support him if needed.</p>	Cllrs Starling & Warboys																																										
19/23	<b>TO CONSIDER RECREATION GROUND/OPEN SPACE RELATED MATTERS</b>																																											
23.1	<p><u>To consider giving Cllr Butlin delegated authority to discuss potential land offer for parish use with CCC Rural Assets Manager</u></p> <p>Cllr Butlin stated that he had decided not to pursue the potential land offer. However, he asked the PC to bear in mind that the County Council owns a lot of land in the parish and the PC may wish to consider trying to lease some of this land in the future for community use.</p> <p>Cllr Butlin will now focus on progressing the Open Spaces project and was pleased to report that a resident experienced in designing open spaces had agreed to meet with him this week to discuss ideas. A 'Forest Schools' expert had also been invited to join the working group. The aim will be to produce a draft design for comment.</p>																																											
23.2	<p><u>To consider granting permission for 1<sup>st</sup> Oakington Cubs to undertake weeding and wild flower planting in Rec orchard</u></p> <p>Proposed by Cllr Bailey that the Cubs should be given permission to undertake weeding and wild flower planting in Rec orchard. Seconded by Cllr Pinter.</p> <p>RESOLVED unanimously.</p>																																											
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24.1	<p><u>Approval of payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>Brookfield Groundcare</td> <td>Pond fencing</td> <td>840.00</td> </tr> <tr> <td>CPS Building Services</td> <td>Pavilion central heating fault</td> <td>133.80</td> </tr> <tr> <td>J P Webster Construction</td> <td>Reposition litter bin</td> <td>90.00</td> </tr> <tr> <td>O&amp;W Pavilion Comm</td> <td>Connections MUGA use Sept-Dec</td> <td>72.00</td> </tr> <tr> <td>A P Groundworks</td> <td>New gully, Recreation Ground</td> <td>430.00</td> </tr> <tr> <td>Cambs County Council</td> <td>Street light energy 1.10.17-30.9.18</td> <td>587.53</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>763.76</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>197.62</td> </tr> <tr> <td><b>Direct Debits</b></td> <td></td> <td></td> </tr> <tr> <td>NEST</td> <td>Pensions</td> <td>114.47</td> </tr> <tr> <td><b>Multipay Charge Card</b></td> <td></td> <td></td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly card fee Jan 19</td> <td>3.00</td> </tr> <tr> <td>Total</td> <td></td> <td>3232.18</td> </tr> </table>	Brookfield Groundcare	Pond fencing	840.00	CPS Building Services	Pavilion central heating fault	133.80	J P Webster Construction	Reposition litter bin	90.00	O&W Pavilion Comm	Connections MUGA use Sept-Dec	72.00	A P Groundworks	New gully, Recreation Ground	430.00	Cambs County Council	Street light energy 1.10.17-30.9.18	587.53	Salaries	Salaries	763.76	Expenses	Expenses	30.00	HMRC	PAYE/NI	197.62	<b>Direct Debits</b>			NEST	Pensions	114.47	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly card fee Jan 19	3.00	Total		3232.18	
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24.2	<p><u>Approval</u> proposed by Cllr Navarro. Seconded by Cllr Warboys. RESOLVED unanimously.</p> <p><u>To report on any income received</u></p> <table> <tr> <td>Santander</td> <td>Interest Jan &amp; Feb 19</td> <td>4.28</td> </tr> <tr> <td>HMRC</td> <td>VAT reclaim 1.9.18-31.12.18</td> <td>712.28</td> </tr> <tr> <td>Total</td> <td></td> <td>716.56</td> </tr> </table>	Santander	Interest Jan & Feb 19	4.28	HMRC	VAT reclaim 1.9.18-31.12.18	712.28	Total		716.56	
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24.3	<p><u>To review decision made about funding Connections Babysitting course, due to higher cost than originally advised.</u></p> <p>After some discussion, it was agreed to defer this decision so that the level of potential interest can be established. Cllr Pinter agree to post a notice on OakyFolk Facebook asking young people to contact the PC if they would be interested in doing this course. Clerk to obtain further details from Connections.</p>	March agenda									
24.4	<p><u>To review Community Grants policy</u></p> <p>Copy of the policy adopted in July 2016 had been circulated prior to the meeting.</p> <p>Proposed by Cllr Butlin that the maximum grant amount should be increased to <u>£500</u>. Seconded by Cllr Pinter. RESOLVED unanimously. No other changes were made to the policy.</p>	Cllr Pinter Clerk									
19/25	<b>TO CONSIDER PR RELATED MATTERS</b>										
25.1	<p><u>To agree that all existing and future physical facilities provided by the PC should have a plaque attached acknowledging such.</u></p> <p>Approval for plaques proposed by Cllr Bailey. Seconded by Cllr Starling. RESOLVED unanimously. Cllr Butlin reported that EAG is currently working on designs for village signs and the PC could consider adopting the same style for the plaques.</p>										
25.2	<p><u>To form a working group to plan the PC's contribution to Village Day</u></p> <p>Cllrs Butlin, Pinter and Navarro agreed to form a working group to organise a display and rota.</p>										
19/26	<b>TO CONSIDER CORRESPONDENCE RECEIVED</b>										
26.1	<p><u>Oakington CofE Primary</u> – traffic issues outside school. Meeting arranged to discuss options. Suggestions included yellow lines up to the pinch point, a raised Pelican crossing to make it more visible and a recommendation that school encourages parents to park at the Pavilion when dropping off/collecting.</p>										
26.2	<u>EAG</u> – minutes of meeting held 9 January circulated.										
26.3	<u>SCDC</u> - confirmation of receipt of Precept request. Band D equivalent cost will be £65.95.										
26.4	<u>Former resident</u> – old 'Oakington Memorial Hall' minute book. Clerk to lodge book at County Archive when it reopens later this year.	Clerk									
26.5	<u>Resident</u> – SCDC Streetlight SC10 fault reported several times.										
26.6	<u>SCDC</u> – Cambridge to Oxford rail link consultation.										
26.7	<u>Highways England</u> – application to change status of A14 to a motorway consultation.										
26.8	<u>Annual Pathfinder March</u> – Saturday 22 June.										
26.9	<u>CCC – Street Lighting Energy</u> – notification of 12.5% increase in costs for 2018-19.										
26.10	<u>Lloyds Bank</u> – notification that commercial charge cards will be contactless on renewal.										
26.11	<u>NALC</u> – Ethical Standards in Public Life report.										
19/27	<b>DATE OF NEXT MEETING</b>										
	<p>Parish Council – Monday 11 March 2019</p> <p>Planning meeting – Monday 25 February – if required</p>										
	<b>The meeting was declared closed at 9.30pm</b>										

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