

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 13 May 2019 at 7.30pm**

Agenda No:		Action
	Present: Cllrs S Moore (Chair), T Starling, J Grove, G Butlin, L Navarro, J Bailey, R Pinter. In attendance: Dist Cllr Cheung Johnson (part meeting). Cnty Cllr P Hudson (part meeting) Clerk: L Lawrence. 1 member of the public.	
19/57	ELECTION OF CHAIR AND VICE-CHAIR	
57.1	<u>To elect a Chair</u> Cllr Moore proposed as Chair by Cllr Starling. Seconded by Cllr Butlin and RESOLVED unanimously. Chair signed Declaration of Acceptance of Office	
57.2	<u>To elect a Vice-chair</u> Cllr Starling proposed as Vice-chair by Cllr Butlin. Seconded by Cllr Navarro and RESOLVED unanimously.	
19/58	APOLOGIES FOR ABSENCE Cllr E Warboys (personal), Dist Cllr A Malyon.	
19/59	DECLARATIONS OF INTEREST None declared.	
19/60	PUBLIC OPEN SESSION Cllr Grove had received a complaint from a resident regarding the van being regularly parked on Longstanton Road causing an obstruction. This was on the agenda and discussed at item 19/73.8	
19/61	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 8 APRIL 2019 Approval proposed by Cllr Navarro. Seconded by Cllr Bailey. RESOLVED unanimously. Minutes were signed by the Chair.	
19/62	TO APPROVED MINUTES OF THE PLANNING MEETING HELD 29 APRIL 2019 Approval proposed by Cllr Starling. Seconded by Cllr Navarro. RESOLVED unanimously. Minutes were signed by the Chair.	
19/63	MATTERS ARISING FROM PREVIOUS MEETINGS NOT OTHERWISE ON THE AGENDA None.	
19/64	TO RECEIVE REPORTS (Circulated prior to the meeting and available on PC website.)	
64.1	<u>County Councillors Report</u> In response to the Chair's question regarding the travel hub, Cllr Hudson stated he had suggested an alternative location on land the other side of Westwick (near proposed Oakington to Cottenham cycle path.) He had not yet had a response from GCP. He will follow up on the repairs to the vandalised Busway shelter and report the vandalised memorial wall.	

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64.2	<u>District Councillors Report</u> Cllr Cheung Johnson highlighted a new SCDC 'Zero Carbon Communities' grant scheme. Cllr Starling stated that TAG would like to be able to monitor air pollution outside the school but SCDC is not prepared to lend out its equipment. Cllr Cheung Johnson offered to put TAG in touch with some colleagues in Cambridge who have a kit and may be prepared to offer some advice. She will follow up on the complaint that the PC was unable to consider Northstowe application ref S/1552/19/RM (Phase 2 Strategic Landscaping) as there are were no associated planning documents on the portal.	
64.3	<u>Liaison councillors reports on village groups meetings/activities</u> <u>OWN</u> – Cllr Grove reported that Age UK would be meeting with the group on 22 May to give advice on outreach work. Next event is the Big Lunch on 9 June. <u>TAG</u> – Cllr Starling had circulated meeting notes. They are working on a funding strategy for various ideas such as double yellow lines, 20 mph throughout the village, Northstowe cycle links and speed tables. In response to the concern raised about pollution outside the school, Cllr Hudson stated he tabled a motion to Council regarding a clear air strategy which would see CCC and partner organisations (particularly schools) work together on producing an action plan. <u>EAG</u> – minutes of the April meeting had been circulated. Cllr Butlin reported that the planned information boards would be a joint project with the History Society. EAG would welcome input/advice from the Gardening Society or other local experts on replanting the tubs. <u>Community Association</u> – Cllr Pinter read out the CA report. It has been agreed at the AGM that membership will be free, and individuals would have the same voting rights as groups. CA will serve as the umbrella organisation for managing the space at Crossways.	
64.4	<u>Other meetings/training attended</u> Cllr Grove had walked around the water courses and thought that the stagnant water was just due to the hot weather and lack of rain. Cllr Grove's report on her Rec orchard meeting with Martin Skipper from EEAOPP had been circulated. He had suggested several improvement options. Cllr Grove to prepare a proposal for consideration at the June meeting.	Cllr Grove June agenda
64.5	<u>Clerk's report</u> Clerk updated on the following: Playmaintain had completed play area remedial works satisfactorily. It may be necessary to pay their invoice before the June meeting due to 14-day terms Child defibrillator pads had been purchased for the AED costing £68.99 + VAT	
19/65	TO APPOINT MEMBER REPRESENTATIVES ON OTHER PARISH GROUPS RESOLVED unanimously to appoint the following: Environment Action Group (EAG) – Cllr Butlin Transport Action Group (TAG) – Cllr Starling Oakington & Westwick Neighbours (OWN) – Cllr Grove Community Association – Cllr Pinter Oakington Charities – Cllrs Grove & Bailey Oakington Pavilion Committee – Cllr Starling & Chair	
19/66	TO APPOINT OFFICERS AND MEMBERS WITH SPECIFIC AREAS OF RESPONSIBILITY RESOLVED unanimously to appoint the following: Responsible Financial Officer – Clerk Northstowe – Chair, Cllr Starling Recreation Ground/Cemetery/Play area – Cllr Warboys	

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	<p>Community Plan – Cllr Butlin Tree Warden – Cllr Grove Rec Orchard – Cllr Warboys Mill Road Orchard – Cllr Grove Emergency Plan – Cllr Warboys <i>Member of the public left at 8.05pm</i></p>																																																																
19/67	<p>TO CONSIDER PLANNING RELATED MATTERS</p> <p>67.1 <u>To consider new applications</u> <u>S/4712/18/FL – 28 Water Lane</u> - Single storey side & rear extension (Amended) <i>Cnty Cllr Hudson left at 8.10pm</i> Unanimously agreed to make <u>no recommendation</u>. No comments.</p> <p>67.2 <u>S/1473/19/FL – 17 Coles Lane</u> – Part two-storey side extension, first floor side and rear extension Unanimously agreed to make <u>no recommendation</u>. No comments.</p> <p>67.3 <u>To consider Northstowe applications</u> <u>S/1355/19/RM – Reserved matters Parcel H8, Phase 1</u> Unanimously agreed to make <u>no recommendation</u>. No comments. <u>S/1552/19/RM – Phase 2 Strategic Landscaping Elements</u> Unable to consider application as the associated planning documents had not been uploaded to the portal. Clerk to contact relevant planning officer.</p> <p>67.4 <u>To note tree applications</u> <u>S/1468/19/TC – Vicarage, 99 Water Lane – Beech tree works</u> Cllr Grove reported the tree surgeon had clarified the work to be done. No objections.</p> <p>67.4 <u>To note any Planning application decisions</u> None received.</p>	Clerk																																																															
19/68	<p>TO CONSIDER FINANCE RELATED MATTERS</p> <p>68.1 <u>Approval of payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>Sage Electrical</td> <td>Car Park lights repairs</td> <td>364.00</td> </tr> <tr> <td>D E Plumbing</td> <td>Outside tap, Rec</td> <td>240.00</td> </tr> <tr> <td>CPS Build Serv</td> <td>Replace boiler PCB</td> <td>828.46</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting April 19</td> <td>717.28</td> </tr> <tr> <td>CAPALC</td> <td>Membership 2019/20</td> <td>403.79</td> </tr> <tr> <td>CAPALC</td> <td>GDPR scheme 2019/20</td> <td>50.00</td> </tr> <tr> <td>O&W Sports Pav Comm.</td> <td>Connections MUGA hire Jan-Mar 19</td> <td>88.00</td> </tr> <tr> <td>O&W Sports Pav Comm.</td> <td>Caretaker work Jan-Mar 19</td> <td>34.96</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>900.09</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>305.98</td> </tr> <tr> <td>Direct Debits</td> <td></td> <td></td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>155.79</td> </tr> <tr> <td>Multipay Charge Card</td> <td></td> <td></td> </tr> <tr> <td>Amazon</td> <td>Stationery</td> <td>13.27</td> </tr> <tr> <td>Amazon</td> <td>Box files</td> <td>16.52</td> </tr> <tr> <td>Lloyds</td> <td>Monthly card fee Apr 19</td> <td>3.00</td> </tr> <tr> <td>Health & Safety Signs</td> <td>'Not Drinking Water' sign</td> <td>2.04</td> </tr> <tr> <td>Safelincs Ltd</td> <td>Child defibrillator pads</td> <td>87.47</td> </tr> <tr> <td>Oakington Village Stores</td> <td>APM refreshments</td> <td>135.45</td> </tr> <tr> <td>Total</td> <td></td> <td>4376.10</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Bailey. RESOLVED unanimously.</p>	Sage Electrical	Car Park lights repairs	364.00	D E Plumbing	Outside tap, Rec	240.00	CPS Build Serv	Replace boiler PCB	828.46	Brookfield Contracting	Grass cutting April 19	717.28	CAPALC	Membership 2019/20	403.79	CAPALC	GDPR scheme 2019/20	50.00	O&W Sports Pav Comm.	Connections MUGA hire Jan-Mar 19	88.00	O&W Sports Pav Comm.	Caretaker work Jan-Mar 19	34.96	Salaries	Salaries	900.09	Expenses	Expenses	30.00	HMRC	PAYE/NI	305.98	Direct Debits			NEST	Pension	155.79	Multipay Charge Card			Amazon	Stationery	13.27	Amazon	Box files	16.52	Lloyds	Monthly card fee Apr 19	3.00	Health & Safety Signs	'Not Drinking Water' sign	2.04	Safelincs Ltd	Child defibrillator pads	87.47	Oakington Village Stores	APM refreshments	135.45	Total		4376.10	
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68.2	<p><u>To report on any income received</u></p> <table> <tr> <td>South Cambs DC</td> <td>Precept Part A</td> <td>19442.50</td> </tr> <tr> <td>Santander</td> <td>Reward Saver Interest April 19</td> <td>1.88</td> </tr> <tr> <td>M Good</td> <td>Metafit</td> <td>65.00</td> </tr> <tr> <td>Total</td> <td></td> <td>19509.38</td> </tr> </table>	South Cambs DC	Precept Part A	19442.50	Santander	Reward Saver Interest April 19	1.88	M Good	Metafit	65.00	Total		19509.38	
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68.3	<p><u>To approve 2018/19 accounts</u> Draft accounts and Clerk's financial report had been circulated and were available at the meeting. Clerk highlighted the key aspects. Approval proposed by Cllr Grove. Seconded by Cllr Navarro. RESOLVED unanimously.</p>													
68.4	<p><u>To approve Annual Governance & Accountability Return (AGAR) Section 1- Annual Governance Statement 2018/19</u> Annual Governance Statement had been circulated and was available at the meeting. Clerk had also circulated examples of internal controls in place. All sections were considered and agreed as 'Yes'. Approval of Annual Governance Statement proposed by Cllr Starling. Seconded by Cllr Pinter. RESOLVED unanimously</p>													
68.5	<p><u>To approve AGAR Section 2 – Accounting Statements 2018/19</u> Draft Accounting Statements had been circulated and were available at the meeting. Clerk stated these are produced on a Receipts & Payments basis. Approval proposed by Cllr Starling Seconded by Cllr Navarro. RESOLVED unanimously</p>													
68.6	<p><u>To agree dates of the period for the exercise of public rights</u> On recommendation from the Clerk it was proposed by Cllr Navarro that the period should be from 10 June to 19 July 2019. Seconded by Cllr Butlin. RESOLVED unanimously.</p>													
68.7	<p><u>To appoint an internal auditor for 2019-20</u> Proposed by Cllr Grove that LGS Services should be appointed as internal auditor for 2019-20. Seconded by Cllr Navarro. RESOLVED unanimously. Cost will be £95 + VAT.</p>													
68.8	<p><u>To note Clerk's 2%, pay scale increase from 1st April 2019 in line with National Joint Council agreement (Approved at 14 May 2018 PC meeting)</u> Noted.</p>													
68.9	<p><u>To review charges & payments for 2019-20</u> Proposed by Cllr Grove that no changes should be made to charges or payments. Seconded by Cllr Bailey. RESOLVED unanimously.</p>													
68.10	<p><u>To agree level of Chairman's allowance for 2019-20</u> Proposed by Cllr Grove that this should remain at £100. Seconded by Cllr Bailey. RESOLVED unanimously</p>													
68.11	<p><u>To consider funding Babysitting course</u> Cllr Pinter reported that expressions of interest had been invited via OakyFolk Facebook but despite several people requesting more information, there had been no positive responses to date. Therefore, it is clear there is insufficient interest to make it viable. Proposed by Cllr Pinter that the course should <u>not</u> go ahead. Seconded by Cllr Starling. RESOLVED unanimously.</p>													
68.12	<p><u>To approve Clerk's Cemetery training course, 20 June</u> Clerk reported that unfortunately the course is already full.</p>													
68.13	<p><u>To consider CCTV HD camera quote</u> Proposed by Cllr Starling that BusinessWatch quote of £329 + VAT should be accepted. Seconded by Cllr Bailey. RESOLVED unanimously</p>													
68.14	<p><u>To consider CCTV system HDD storage quote</u> Cllr Starling reported that the CCTV system currently only retains images for 14 days. It is recommended that data is held for 30 days and then deleted.</p>													

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68.15	Proposed by Cllr Starling that BusinessWatch (Securiplex) quote of <u>£448</u> + VAT should be accepted. Seconded by Cllr Bailey. RESOLVED unanimously <u>To consider quote for annual MUGA maintenance</u>	
68.16	Proposed by Cllr Butlin that Artificial Turf Care's quote of <u>£620</u> (no VAT) should be accepted. Seconded by Cllr Bailey. RESOLVED unanimously. <u>To review Assets Register to ensure adequate insurance cover in place</u> Assets register as at 31 March 2019 and related insurance cover document was circulated prior to the meeting. Clerk to add the donated orchard picnic bench set to the assets register. Proposed by Cllr Bailey that the insurance cover in place is adequate. Seconded by Cllr Starling. RESOLVED unanimously.	Clerk
19/69	TO AGREE PROJECT(S) TO PUT FORWARD FOR A14 LEGACY FUND A number of suggestions had been put forward and were considered. After a lengthy debate, it was agreed to focus on the three-year plan objective to reduce speeding in the parish and apply for speed tables. Cllr Starling will undertake further research on the suggested locations and prepare a draft application for comment. Noted this must be submitted to the A14 team by 31 May. As a 'reserve' project, Cllr Navarro will obtain quotes for a Pavilion heat pump and solar panels and bring these to a future meeting for consideration.	Cllr Starling Cllr Navarro
19/70	TO CONSIDER HIGHWAYS RELATED MATTERS	
70.1	<u>To review design work for school road safety measures</u> Design for double yellow lines on Water Lane near the school (both sides) had been circulated. Proposed by Cllr Butlin that the plans should be approved. Seconded by Cllr Pinter. RESOLVED unanimously.	
19/71	TO CONSIDER RECREATION GROUND/OPEN SPACE RELATED MATTERS	
71.1	<u>To agree wording for information board</u> As not all members had reviewed the wording suggestions, the Clerk will circulate all three again and ask for a preference. She will also obtain a quote for a suitable board to display the information near the play area.	Clerk
71.2	<u>To consider application for gathering of more than 40 people on Rec</u> Proposed by Cllr Navarro that the application for a wedding celebration on 26 May should be approved. Seconded by Cllr Bailey. RESOLVED unanimously.	
71.3	<u>To consider quote(s) for 'Open Spaces' project design work</u> Cllr Butlin had circulated details of the initial design concept work that would be needed to progress the project. Proposed by Cllr Butlin that Demeter Design Ltd quote of <u>£900</u> +VAT should be accepted. Seconded by Cllr Bailey. RESOLVED unanimously.	
19/72	TO REVIEW POLICIES AND PROCEDURES All circulated prior to the meeting.	
72.1	<u>To review Standing Orders</u> Further to the Clerk's recommendation, it was RESOLVED unanimously to make no changes.	
72.2	<u>To review Financial Regulations</u> Further to the Clerk's recommendation, it was RESOLVED unanimously to make no changes.	
72.3	<u>To review Freedom of Information Publication Scheme</u>	

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72.4	Proposed by Cllr Navarro that the revised publication scheme should be approved. Seconded by Cllr Starling. RESOLVED unanimously. <u>To review CCTV policy and Code of Practice</u> Proposed by Cllr Butlin that the new CCTV policy should be adopted. Seconded by Cllr Bailey. RESOLVED unanimously.	
	RESOLVED that Standing Order 3(v) should be suspended at 9.30pm to allow business to be completed.	
19/73	CORRESPONDENCE	
73.1	<u>Histon & Impington PC</u> – Worry Tree Café	
73.2	<u>Connections</u> – Spring term report. Fluctuating attendance levels noted.	
73.3	<u>SCDC</u> – Parking enforcement.	
73.4	<u>Pavilion caretaker</u> – Rec orchard party 18 April. Options to mitigate littering to be considered at June meeting.	June agenda
73.5	<u>CCC</u> – Crossroads signage. CCC to remove ‘Businesses Open as Usual’ sign but had advised that the ‘Road Closed Ahead’ sign must remain in place for statutory reasons.	
73.6	<u>Resident</u> – Fallen tree, Cambridge Road	
73.7	<u>Resident</u> – Northstowe badger setts. SCDC Ecology officer had stated that work within 30 metres of a badger sett would require a licence but the works at the distance of 230 metres would not be expected to disturb the sett.	
73.8	<u>Resident</u> – complaint ref van causing obstruction in Longstanton Rd. Chair to draft a letter to the owner and circulate for comment.	Chair
73.9	<u>SCDC</u> - H&I Sunshine Club	
73.10	<u>SCDC</u> – Air quality data. Noted Oakington had not been assessed.	
73.11	<u>EAG</u> – Minutes 17 April	
73.12	<u>PCSO Mani</u> – Neighbourhood Watch. Meeting arranged for Fri 14 June. Clerk and Jim Bryant, TAG to attend.	
73.13	<u>Resident</u> – neighbour issues, Saxon Close	
73.14	<u>SSAFA</u> - VE Day 75. Cllr Grove will discuss possible plans to mark this with the History Society and report back the June meeting.	Cllr Grove June agenda
73.15	<u>EEAOPP</u> – Hosting school visits at orchards	
73.16	<u>CCC</u> – withdrawal of services for managing street lighting energy for district and parish council owned lights.	
19/74	DATE OF NEXT MEETING	
	Parish Council – Monday 10 June 2019 Planning meeting – Tuesday 28 May – if required	
	The meeting was declared closed at 9.45pm	

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