

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 13 January 2020 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore (Chair), T Starling, G Butlin, E Warboys, J Grove, R Pinter. In attendance: Dist Cllr Malyon, Cnty Cllr Hudson (part meeting) Clerk: L Lawrence. 4 members of the public.	
20/1	<b>APOLOGIES FOR ABSENCE</b>  Cllr J Bailey (personal), Cllr L Navarro (personal)	
20/2	<b>DECLARATIONS OF INTEREST</b>  None declared	
20/3	<b>PUBLIC OPEN SESSION</b>  Residents presented a paper on parish related matters divided between those are they 'pleased about' and issues of concern, including potholes, HGVs, Tomato Farm, Northstowe access road, Northstowe green separation and drainage. Several of the points raised were responded to either by the Chair or Dist Cllr Malyon/ Cnty Cllr Hudson. Resident stated that there are three very large potholes on the road to Cottenham. Clerk/Cnty Cllr Hudson will follow up on these at the highways meeting on 17 January.	Clerk/ Cllr Hudson
20/4	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 16 DECEMBER 2019</b>  Approval proposed by Cllr Butlin. Seconded by Cllr Warboys. RESOLVED unanimously. Minutes were signed by the Chair.	
20/5	<b>MATTERS ARISING FROM THE PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA</b>  <u>Item ref 19/156.3 Cemetery path</u> – quote had just been received from grounds contractor. This will be considered at February meeting, along with options to improve the Cemetery in general. <i>Cllr Grove arrived at 7.40pm.</i>	Feb agenda
20/6	<b>TO RECEIVE REPORTS</b> (Circulated prior to the meeting and available on PC website.)	
6.1	<u>County Councillors Report</u> Cnty Cllr Hudson reported that the LHI is under review and he hopes to be able to report that the scheme will be expanded. Cllr Starling reported that the yellow lines had now been installed outside the school but are already being ignored by some drivers. He asked if the suggested district-wide enforcement scheme is going ahead. Cnty Hudson didn't think it had been progressed. Dist Cllr Malyon reported that the 'no parking' signs in Longstanton had been quite successful. Clerk to obtain details from Longstanton PC.	
6.2	<u>District Councillors Report</u> Dist Cllr Malyon reminded everyone that the first Community Governance Review consultation ends on 15 January. There had been information circulated suggesting amendments had been made to the form. This is not the case and it	Clerk

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<p>6.3</p> <p>6.4</p>	<p>would be unlawful to do so part way through a consultation. Officers had reported that, despite criticism of the form wording, residents' intentions had been made clear by the responses provided.</p> <p>District Cllrs are due to meet with Homes England shortly and will ask again about their plans for the Tomato Farm site.</p> <p><u>Liaison councillors reports on village groups meetings/activities</u></p> <p>Cllr Grove – unable to attend recent OWN meeting but keeps in touch with the group.</p> <p>Cllr Starling – TAG meeting minutes circulated. Discussion included potholes, speed unit, airfield road TPO and air quality monitor.</p> <p>Cllr Butlin – EAG had not met so far this year. Eight members had volunteered to help with tree planting next week.</p> <p>Cllr Pinter – Community Association. Village Day was reviewed. Due to a lack of volunteers last year various options are being considered. Discussion also included terms of reference, possible monthly 'pub day' and the journal. AGM on 28 January. Noted current committee would be stepping down.</p> <p>Cllr Warboys – play area site visit and S106 'trees' meeting.</p> <p><u>Other meetings/training attended</u></p> <p>Chair &amp; some councillors – CGR PC drop in and public meeting. Both were very well attended. There was much criticism of the consultation form wording and real concern about the green separation and Tomato Farm plans. It was clear that residents are overwhelmingly opposed to Oakington &amp; Westwick being incorporated into Northstowe.</p> <p>Chair &amp; Andrew Dennis (FMG) – site visit to review two lengths of the culvert in Longstanton Road. Andrew reported that SCDG had committed to undertake any excavation work required following review of Homes England CCTV images. Cllr Malyon reported the officers had reviewed the CCTV images and are discussing next steps. She will follow this up and request definite plans. They had also looked at the various ponds/pools of water along the new access road. Andrew stated that it is clear these are intended to be attenuation for road drainage. But they have been overflowing into the village in an uncontrolled fashion during heavy rain. Cllr Malyon understood that they are due to complete the work when the weather improves but she will follow this up at Homes England meeting.</p>	
<p>20/7</p> <p>7.1</p>	<p><b>COMMUNITY GOVERNANCE REVIEW</b></p> <p><u>To agreed Community Governance Review Consultation response</u></p> <p>Proposed by Cllr Butlin that the following response should be submitted.</p> <p>Seconded by Cllr Pinter. RESOLVED unanimously.</p> <p><i>'The questionnaire is flawed, misleading and not suitable for purpose. The majority of attendees at the two meetings we have held have pointed out that the questionnaire does not allow people to express clearly their opposition to incorporation into Northstowe - particularly question 1. Indeed, we reject the questionnaire and are making this statement in response.</i></p> <p><i>After consulting our residents through three hours of drop-in meetings (60+) and a Public Meeting (attendance 70+), as well as informal discussions, it is quite clear that not a single person in the village supports incorporation in a new Northstowe Town Council. There is, however, acceptance that the current parish boundary which incorporates a significant section of the old Oakington airfield and where 3,500 houses are to be constructed, should be ceded to a new Northstowe Council.</i></p> <p><i>There is unanimous support for the boundary of Oakington and Westwick Parish Council to incorporate ALL of the green separation between Northstowe and</i></p>	

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	<p><i>Oakington. This reflects the position, from the beginning, that the green separation was to be of benefit to Oakington and Westwick residents. We attach a map upon which we have marked the new boundary we seek to divide the two councils'</i></p> <p>Cllr Malyon reported that the Civic Affairs committee will consider the recommendations report on 3 March and the consultation on formal proposals will commence on 15 March.</p> <p><i>Cnty Cllr Hudson and Dist Cllr Malyon left at 8.15pm.</i></p>	
20/8	<p><b>PLANNING MATTERS</b></p> <p>8.1 <u>To consider new applications</u> None received.</p> <p>8.2 <u>Applications to note only:</u> <u>S/4290/19/FL – 55 Water Lane</u> – change of windows to elevations. <u>S/4279/19/DC – 4 Water Lane</u> - Discharge of conditions 3 (Material details) and 15 (Traffic Management Plan) of planning permission S/1250/18/FL <u>S/4507/19/TC – St Andrews</u> – reduce limbs of Cedar in churchyard. No objections.</p> <p>8.3 <u>To consider writing to South Cambs DC regarding proposed changes to planning decision procedures</u> Letter had been received from Fews Lane Consortium stating that SCDC is considering changes to the scheme of delegation which would result in the decision about whether to refer an application to the planning committee or not being made by an officer rather the chair of the planning committee. SCDC had written in response stating that 'in practice' the current process would remain unchanged. However, the response was considered to be ambiguous. Chair to seek clarification.</p> <p>8.4 <u>To note any Planning application decisions</u> <u>S/3279/18/FL – 37 Cambridge Road</u> – appeal against refusal was dismissed by Planning Inspectorate.</p>	Chair
20/9	<p><b>OPEN SPACES/RECREATION GROUND MATTERS</b></p> <p>9.1 <u>To consider play area remedial work quotes</u> A list of actions identified from the annual inspection report had been sent to three contractors with a request for quotes. Two of the contractors had not quoted as per the specification. One contractor had provided a detailed response and quoted following his site visit. Subsequently, both the Clerk and Cllr Warboys had spoken to this contractor and Cllr Warboys had undertaken another site visit. The main concerns are: Junior swings – now considerable movement in frame and is no longer compliant. (Noted annual inspection undertaken in October when ground was harde.r) Basket swing – slight movement in frame. Not consider a high risk. However, the ground has subsided on one side and needs to be built up. Agreed both should be taken out of action until work can be completed. Noted the work on both items, including installation of rubber mulch surface would cost approx. £4,300 including VAT. Agreed a further quote should be sought from the contractor working on the S106 project. Decision on quote acceptance deferred to February meeting.</p> <p>9.2 <u>To receive year end 'Orchards' report and to consider proposed work for 2020</u></p>	Feb agenda

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9.3	Report had been circulated prior to the meeting. Details of the proposed work for 2020 were read out. It was agreed to forward the report to the EAG for discussion at its next meeting. However, the work was approved. <u>To consider submitting application for SCDC 'three free trees' voucher</u> Agreed to submit an application. It was suggested that three smaller cherry trees are planted on the Rec near the proposed site for the larger replacement cherry.																																								
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10.1	<u>Approval of payment of outstanding accounts due</u> <table border="0"> <tr> <td>Vision ICT</td> <td>Website development (50%)</td> <td>780.00</td> </tr> <tr> <td>Connections Bus Project</td> <td>Bus visits Sept – Dec 19</td> <td>3146.00</td> </tr> <tr> <td>Print-Out</td> <td>CGR drop-in flyers</td> <td>28.75</td> </tr> <tr> <td>Longstanton PC</td> <td>CGR public meeting flyers &amp; forms</td> <td>41.37</td> </tr> <tr> <td>Opus Energy</td> <td>Street lighting energy</td> <td>170.00</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>747.32</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>30.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>197.69</td> </tr> <tr> <td colspan="3"><b>Direct Debits</b></td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>124.64</td> </tr> <tr> <td colspan="3"><b>Multipay Charge Card</b></td> </tr> <tr> <td>Lloyds Bank</td> <td>Monthly charge card fee</td> <td>3.00</td> </tr> <tr> <td>Total</td> <td></td> <td>5269.27</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Starling. Seconded by Cllr Grove. RESOLVED unanimously.</p>	Vision ICT	Website development (50%)	780.00	Connections Bus Project	Bus visits Sept – Dec 19	3146.00	Print-Out	CGR drop-in flyers	28.75	Longstanton PC	CGR public meeting flyers & forms	41.37	Opus Energy	Street lighting energy	170.00	Salaries	Salaries	747.32	Expenses	Expenses	30.00	HMRC	PAYE/NI	197.69	<b>Direct Debits</b>			NEST	Pension	124.64	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Total		5269.27	
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10.3	<u>To note bank reconciliation as at 31 Dec 19</u> Bank reconciliation and summary of receipts and payments as at 31 December 2019 had been circulated. Proposed by Cllr Grove that these should be accepted as accurate. Seconded by Cllr Starling. RESOLVED unanimously.																																								
10.4	<u>To approve 2020/21 Budget</u> Draft budget version 4 had been circulated. Clerk reported that the recommended level of general reserves is between 3 and 12 months of net revenue expenditure to ensure sufficient funds for day to day operations and for unforeseen events. Noted that <u>£35,000</u> is held in earmarked reserves for the Pavilion/MUGA. It is likely that both the boiler and MUGA surface will need to be replaced in the next few years and this amount will not cover the cost of both. Cllr Starling had been tasked to investigate boiler options and the Clerk is looking into MUGA surface options, including possible grant funding. There will also be approx <u>£13,300</u> in earmarked Section 106 reserves after tree planting. Each budget item was reviewed individually. Approval of the final budget total of <u>£62,795</u> was proposed by Cllr Starling. Seconded by Cllr Grove. RESOLVED unanimously.																																								
10.5	<u>To set 2020/21 Precept</u> Following a lengthy discussion, it was proposed by Cllr Pinter that the 20/21 Precept should be set at <u>£48,600</u> . Seconded by Cllr Warboys. RESOLVED unanimously. Noted this would be a Band D equivalent of £82.44, an increase of £1.37 per Band D household per month.																																								

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20/11	<b>ASSETS MATTERS</b>	
11.1	<p><u>To review the condition of all bus shelters in the village and agree a programme for cleaning/renovation</u></p> <p>Noted that there is one bus stop in Cambridge Road that has no shelter and the brick shelters are currently unused due to their condition. After some discussion, it was agreed to investigate options and costs for renovating the brick shelters.</p>	Clerk
20/12	<b>CORRESPONDENCE</b>	
12.1	<u>Connections Bus</u> – autumn term report.	
12.2	<u>Greater Cambridge Shared Planning</u> – Public Access demo. Clerk to attend one session.	
12.3	<u>Greater Cambridge Shared Planning</u> – new Local Plan Issues & Options consultation starting 13 January. Advertised on notice boards, website and via e-list.	
12.4	<u>CCC</u> – Cambridgeshire Archives, Ely now open.	
12.5	<u>Homes England</u> – copy of email to History Society ref Pill Box, Station Road. Chair to attend site meeting on 16 January.	
12.6	<u>Cambridgeshire Local Councils</u> – Local Council Award Scheme peer event 31 March.	
20/13	<b>DATE OF NEXT MEETING</b>	
	Parish Council – Monday 10 February 2020 Planning meeting – Monday 27 January 2020 – if required	
	<b>The meeting was declared closed at 9.35pm.</b>	

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