

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way, Oakington  
Monday 10 February 2020 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs S Moore (Chair), E Warboys, J Grove, R Pinter, J Bailey, L Navarro. In attendance: Dist Cllr Cheung Johnson (part meeting), Cnty Cllr Hudson (part meeting) Clerk: L Lawrence. 4 members of the public.	
20/14	<b>APOLOGIES FOR ABSENCE</b>  Cllr G Butlin (personal), Cllr T Starling (personal)	
20/15	<b>DECLARATIONS OF INTEREST</b>  None declared	
20/16	<b>PUBLIC OPEN SESSION</b>  A resident stated the drains at the crossroads area need to be cleared out. Clerk reported that Dry Drayton Road had been jetted recently. She had been informed by Highways that Water Lane and Cambridge Road are scheduled to be done also.	
20/17	<b>CO-OPTION TO PARISH COUNCIL</b>  Two applications had been received for the one vacancy. Both candidates were invited to provide information on their background and experience. <i>Cllr Grove arrived at 7.45pm</i> Members then asked questions of each candidate, after which both were proposed and seconded. A vote was then taken and David Reeves was duly co-opted having received an absolute majority of the votes cast. Mr Reeves signed the Declaration of Acceptance of Office.	
20/18	<b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 13 JANUARY 2020</b>  Approval proposed by Cllr Warboys. Seconded by Cllr Navarro. RESOLVED unanimously. Minutes were signed by the Chair.	
20/19	<b>MATTERS ARISING FROM THE PREVIOUS MEETING NOT OTHERWISE ON THE AGENDA</b>  <u>Item ref 20/9.3 Free Trees</u> – Clerk & Cllr Grove had selected two flowering cherries at Oakington Garden Centre. Cllr Reeves kindly offered to plant them at the agreed location on the grass area between tennis courts and entrance road. <u>Item ref 20/11.1 Brick bus shelters</u> – Clerk had been unable to find a contractor to quote for improvement work. Chair and Cllr Starling to look into options for consideration at the next meeting.	Chair/ Cllr Starling
20/20	<b>TO RECEIVE REPORTS</b> (Circulated prior to the meeting and available on PC website.)	
20.1	<u>County Councillors report</u> Chair asked who to contact for further information on the financial support for available for projects such as the Swaffham Prior renewable heating scheme. Cllr Hudson will forward details to the Clerk.	Cllr Hudson

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20.2	<p><u>District Councillors report</u> Noted that District Councillors had been instrumental in arranging a Northstowe Phase 3 public meeting in Oakington on 5 March. In response to a question from the Chair regarding planning lessons learned from Phase 1, Cllr Cheung Johnson confirmed that planners would be tracking developer obligations more closely for Phase 3.</p>	
20.3	<p><u>Liaison councillors reports on village groups meetings/activities</u> Open Spaces Project – noted there would be a possible small overspend on the S106 trees which would be taken from general reserves. OWN – Cllr Grove will attend the 12 February meeting. An online safety workshop has been arranged for 29 February. Cllr Pinter is supporting this as part of his ‘anti-scams’ role. Journal team – Cllr Pinter stated they are looking for a new treasurer and marketing officer. CA – AGM to be held on 27 February. All village groups representatives are encouraged to attend. EAG – minutes of 29 January meeting circulated. These included a comprehensive Flood Mitigation group report. There are plans to create a community garden on Cambridge Road allotments land. TAG – minutes of 5 February meeting circulated.</p>	
20.4	<p><u>Other meetings/training attended</u> Northstowe Community Forum – Chair had attended. Included a presentation from Phase 3 designer, Tibbalds. Parish Liaison Forum – Chair has attended. Included helpful information on the Zero Carbon grant scheme and detailed the successful applications.</p>	
20.5	<p><u>Clerk’s report</u> Report circulated. Clerk stated that the login details for the new SCDC planning portal access had not yet been received.</p>	
20/21	<p><b>COMMUNITY GOVERNANCE REVIEW/NORTHSTOWE MATTERS</b></p>	
21.1	<p><u>To discuss next steps for Stage 2 CGR consultation</u> Noted the Stage 1 responses had clearly shown a strong desire for governance arrangements to be separate from those for Northstowe and that the ‘green separation’ should come under the control of Oakington &amp; Westwick. The Parish Council will consider organising an information drop-in workshop during the Stage 2 consultation period</p>	
21.2	<p><u>To note Northstowe public meeting arranged for 5 March</u> This will be held in the Pavilion from 7pm. Philip Harker, Homes England, P3 Principal Planner will present, followed by a Q&amp;A session. Andrew Thompson, Principal Planner and the Community Development team will also attend.</p>	
20/22	<p><b>PLANNING MATTERS</b></p>	
22.1	<p><u>To consider new applications</u> None received.</p>	
22.2	<p><u>Applications to note only:</u> <u>S/0008/20/FL – 22 Longstanton Road</u> – two storey side and rear extensions (resubmission of S/2151/19/FL). <u>S/0023/20/LD – 24 Church View</u> – Certificate of Lawful Development for proposed loft conversion. <u>S/3499/19/RM – Phase 2A, Northstowe</u> – Amended Drainage Strategy and Ecological Management Plan <u>S/3499/19/RM – Phase 2A, Northstowe</u> – Reserved Matters to be considered at Planning Committee on 12 February</p>	

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22.3	<u>S/2011/14/OL – Northstowe Phase 2 – Discharge of condition 10a (Emergency Fire Provision &amp; 54 (Electric Vehicle Infrastructure)</u> <u>To consider submitting a response to Greater Cambridge Local Plan consultation – Issues and Options 2020</u> Agreed that Chair should draft some suggested responses and circulate for comment.	
22.4	<u>To note any Planning application decisions</u> <u>S3510/19/FL – 55 Water Lane – change of windows to elevations. Approved.</u>	
20/23	<b>FINANCE MATTERS</b>	
23.1	<u>Approval of payment of outstanding accounts due</u> Barcham Trees Plc                      Trees & Mulch (S106)                      2416.29 Demeter Design Ltd                      Trees labour & digger hire (S106)                      660.00 G Butlin                      Refund tree stakes & fabric (S106)                      200.00 L Lawrence                      Refund trees stakes, orchard                      95.88 O&W Sports Pavilion                      Connections MUGA Sep-Dec 19                      104.00 Opus Energy                      Streetlighting energy Nov-Jan                      75.28 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> British Hardwood                      Tree belting, collars, stakes (S106)                      247.02 eBay                      Tree watering bags (S106)                      221.92 Lloyds Bank                      Monthly charge card fee                      3.00 Total                      5123.04 <u>Approval proposed by Cllr Warboys. Seconded by Cllr Reeves. RESOLVED unanimously.</u>	
23.2	<u>To report on any income received</u> HMRC                      VAT reclaim Oct – Dec 19                      1390.64 Oakington Vikings FC                      Pitch verti-draining contribution                      85.00 Total                      1475.64	
23.3	<u>To review Assets Register following Clerk's meeting with insurance broker</u> Clerk had met with broker Came & Co to compare the assets register with the insurance schedule. Noted that there is sufficient cover in place. It was agreed to retain cover for the car park surface and Pavilion path as the annual cost saving to remove them would be minimal.	
23.4	<u>To consider request from Journal team for £150 contribution towards 2019 Journal shortfall</u> Cllr Pinter reported that there had been a deficit in advertising revenue and one bad debt. Proposed by Cllr Reeves that the requested £150 contribution should be made towards the 2019 shortfall. Seconded by Cllr Grove. 6 in favour. 1 abstained.	
20/24	<b>OPEN SPACES/RECREATION GROUND MATTERS</b>	
24.1	<u>To consider play area remedial work quotes</u> Three quotes had been received. One was disregarded as the contractor had failed to price for individual items as per the specification. Noted the budget had been set at £5,000 for 20/21. After some discussion, it was proposed by Cllr Warboys that Fenland Leisure should be asked to match the Playmaintain quote and if they are unable to do so, the contract should be offered to Playmaintain	

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24.2	with a stipulation that the work must be completed by a specific deadline. Seconded by Cllr Bailey. RESOLVED unanimously. <u>To consider purchasing a one-year ParishOnline subscription utilising S106 reserves</u>	Chair
24.3	Proposed by Cllr Warboys that an annual subscription costing £90 should be taken out. Seconded by Cllr Pinter. RESOLVED unanimously. <u>To consider Stocks Green vegetation removal &amp; fencing quote</u> Chair outlined suggested work to remove scrub trees and brambles, reduce Leylandii height and width and install a fence to stop vegetation encroaching. This would allow vehicles to park off the grass area to allow it to recover. A quote had been received for in excess of £1,000 for this work. Therefore, two additional quotes will be required. After some discussion it was agreed that initially the Chair would try to speak to the property owners again about cutting back/removing the Leylandii and ask EAG if they would be willing to consider helping clear the scrub/brambles. <u>Items 24.4 &amp; 24.5 were moved to the end of the meeting and discussed under a closed session.</u>	
20/25	<b>ADMINISTRATION MATTERS</b>	
25.1	<u>To consider signing Station Road pillbox licence to enable History Society to undertake work to improve its setting as part of VE Day anniversary celebrations</u> Draft licence produced by Home England had been circulated. Clerk reported that insurance brokers had confirmed volunteers would be covered providing a due diligence is followed, including a risk assessment. Proposed by Cllr Bailey that the licence should be signed. Seconded by Cllr Reeves. RESOLVED unanimously.	Cllr Navarro
25.2	<u>To adopt a Volunteers policy &amp; procedures</u> Proposed by Cllr Warboys that the policy and procedures should be adopted. Seconded by Cllr Bailey. RESOLVED unanimously.	
25.3	<u>To adopt a Financial Reserves policy</u> Proposed by Cllr Bailey that the policy should be adopted. Seconded by Cllr Grove. RESOLVED unanimously.	
25.4	<u>To consider commenting on proposed CAPALC incorporation</u> There were no objections to the proposal. <i>Cllr Grove left the meeting at 9.25pm.</i>	
20/26	<b>THREE-YEAR PLAN/GREEN PLAN MATTERS</b>	
26.1	<u>To consider preparing a Zero Carbon Communities grant bid</u> Cllr Navarro will attend the EAG climate workshop on 19 February and Zero Carbon Communities workshop on 7 March and bring some detailed proposals to a future meeting.	Cllr Navarro
20/27	<b>CORRESPONDENCE</b>	
27.1	CAPASP (Against Scams Partnership)– various updates	Cllr Navarro
27.2	Community Association – AGM 27 February 7.30pm, St Andrews Church Hall	
27.3	CAPALC – half-day forum, 12 March	
27.4	SCDC – confirmation of receipt of 2020/21 Precept requirement	
27.5	EAG – Climate change workshop, 19 February 4.30-7.30pm, St Andrews Church Hall	
27.6	SCDC – Zero Carbon Communities workshop, 7 March	
	<i>Resolution: That the Public &amp; Press should be excluded from the remainder of the meeting owing to the confidential and sensitive nature of one aspect of the following business to be transacted.</i>	

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24.4	<u>To consider developing an action plan for Cemetery improvements</u> Cllr Warboys had undertaken a Cemetery survey and had visited several local cemeteries for comparison. She shared her initial ideas for restoration and improvements with members. It was suggested that current Cemetery charges should be compared with other parishes as part of any plan. After some discussion, it was proposed by Cllr Warboys that she and the Clerk should work together to develop an action plan for consideration at a future meeting. Seconded by Cllr Pinter. RESOLVED unanimously. Cllr Reeves kindly offered to repaint the Cemetery gates green.	Cllr Warboys/ Clerk
24.5	<u>To consider Cemetery paths clearance quote</u> Proposed by Cllr Warboys that Brookfield's quote of £580 for path clearance works should be accepted. RESOLVED unanimously.	
20/28	<b>DATE OF NEXT MEETING</b>  Parish Council – Monday 9 March 2020 Planning meeting – Monday 24 February 2020 – if required Northstowe Public meeting – Thurs 5 March, 7pm	
	<b>The meeting was declared closed at 9.50pm.</b>	

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