

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 10 November 2025 at 7.30pm**

<b>Agenda No:</b>	Present: Cllrs T Starling (Chair), J Grove, J Bailey, R Pinter, L Wellard Clerk: L Lawrence. In attendance: Cnty Cllr L Navarro, Dist Cllr T Bygott No members of the public.	<b>Action</b>
25/123	<b>APOLOGIES FOR ABSENCE</b>  Cllr S Moore (personal), Dist Cllr N Warren-Green.	
25/124	<b>DECLARATIONS OF INTEREST</b>  None declared.	
25/125	<b>PUBLIC OPEN SESSION</b>  No members of the public attended.	
25/126	<b>TO APPROVE MINUTES OF THE MEETING HELD 13 OCTOBER 2025</b>  Approval proposed by Cllr Grove. Seconded by Cllr Pinter. RESOLVED unanimously. Minutes were signed by the Chair.	
25/127	<b>TO RECEIVE REPORTS</b>	
127.1	<u>County Councillor's report</u> Report circulated prior to the meeting. Cllr Navarro highlighted the <u>Community Watercourse Maintenance</u> grants of up to £10,000 to support community-led watercourse management to reduce flood risk. Cllr Bailey enquired what the grant funding can be used for. Cllr Navarro to find out and report back. <i>Cllr Wellard arrived at 7.40pm</i> <u>Guided Busway lights</u> – some lights are still not working. Cllr Navarro to follow up. <u>Cycle Route to Longstanton</u> – Cllr Bailey stated that the route just stops opposite a central island on the B1050 and it is too dangerous for cyclists to come off on to the road there. Cllr Navarro responded that the route is not yet complete. <u>LED streetlight replacement</u> – Cllr Bailey noted there had been wide criticism that they are not bright enough. Cllr Navarro confirmed that the programme will continue as planned. He will ask why brighter LEDs cannot be used and report back.	
127.2	<u>District Councillors reports</u> Cllr Bygott highlighted the local parishes meeting on 20 <sup>th</sup> November at Boxworth regarding <u>A14 logistics sites</u> proposals. Clerk reported that Cllr Moore will attend. The developers will be presenting at the start of the SCDC Planning Committee meeting on 12 <sup>th</sup> November. Cllr Bygott also highlighted the <u>Greater Cambridge Local Plan</u> which will come out for public consultation on 1 <sup>st</sup> December. He handed out copies of the Oakington & Westwick 'inset map' which show two sites marked for development – one behind Manor Farm Close, Days Meadow and Church View and the other on land next to the Station Road entrance track to Northstowe.	

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2536

127.3	<p>There is currently no additional information about these sites on the GCSP website.</p> <p><u>Parish Councillors reports</u></p> <p>Cllr Grove attended the most recent Great Collaboration meeting. She will ask SOW if they would like to join the group as Cambridgeshire is currently underrepresented.</p>	
127.4	<p><u>Clerk's report</u></p> <p><u>Verge bulb planting</u> – all bulbs successfully planted on 18<sup>th</sup> October. Locations list had been shared with CCC Highways.</p> <p><u>Westwick blocked gullies</u> - reported via Highways Aurora on 27<sup>th</sup> October. Cllr Navarro had been advised by an officer that they would be inspected tomorrow and an order placed for jetting. He will follow up on the blocked gullies at the crossroads, which had been already marked with either red or green paint.</p> <p><u>Stocks Green notice board</u> – resident had kindly repaired it with material purchased by the PC. Awaiting quote to reinstall.</p> <p><u>Dry Drayton Road bridge</u> – CCC officer confirmed it had been damaged by their contractors. Awaiting costings to rebuild the brickwork parapet.</p> <p><u>Right filter arrow at crossroads</u> – repainting works to be undertaken within 12 weeks.</p> <p><u>Dry Drayton Road resurfacing works</u> - centre lines were repainted on 6<sup>th</sup> November. Highways had confirmed that the ironwork that has been marked will be raised by the contractor.</p>	
25/128	<b>PLANNING MATTERS</b>	
128.1	<p><u>Applications requiring a decision</u></p> <p>None received.</p>	
128.2	<p><u>Applications to note only</u></p> <p><u>25/02567/FUL – Land at Manor Farm Close</u> – 8 dwellings. Officer recommendation approval. Application to be determined by Planning Committee 12 November. Cllr Grove and Clerk to attend.</p> <p><u>CCC/24/004/FUL – Slate Hall Farm</u> – change of use of land for recycling of inert waste materials into recycled aggregate material. Appeal against refusal.</p>	
128.3	<p><u>Applications decisions received</u></p> <p><u>25/03069/HFUL – 45 Station Road</u> – single storey annexe with attached carport. <u>Refused</u></p> <p><u>25/01751/FUL – 56 High Street</u> – demolition of former agricultural barn. <u>Approved.</u></p> <p><u>25/03139/HFUL – 7 Orchard Way</u> - single storey rear and side extension and erection of detached outbuilding in front garden. <u>Approved.</u></p>	
25/129	<b>RECREATION GROUND/OPEN SPACES MATTERS</b>	
119.1	<p><u>To consider car park lining quotes</u></p> <p>Five quotes sought, two received.</p> <p>Proposed by Cllr Pinter that Bayline Ltd quote for £750 + VAT should be approved. Seconded by Cllr Bailey. RESOLVED unanimously.</p>	
25/130	<b>NORTHSTOWE MATTERS</b>	
130.1	<p><u>To consider pursuing issues raised at quarterly Homes England meeting and subsequent site meeting</u></p> <p>Cllrs Bailey and Moore had attended the October quarterly meeting and raised issues including; works rubbish dumped on airfield road, lack of maintenance of ditches, roundabout vandalism, dead trees/hedgerow and missing grate on ditch inflow. Subsequently Cllr Bailey had attended a site meeting with several Homes England officers to show them the precise locations. The main estates manager had essentially dismissed the issues raise and no response had been</p>	

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2537

	received to follow up emails regarding responsibility. Cllr Navarro agreed to follow up with Homes England and ask for these issues to be included on the next quarterly meeting agenda.																																														
25/131	<b>FINANCE MATTERS</b>																																														
131.1	<p><u>To approve payment of outstanding accounts due</u></p> <table> <tr> <td>SSE Electric</td><td>Street lighting August 25</td><td>23.53</td></tr> <tr> <td>SSE Electric</td><td>Street lighting September 25</td><td>26.74</td></tr> <tr> <td>EE</td><td>Mobile phone 11.10.25 – 10.11.25</td><td>26.17</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G drag brush 19/22</td><td>180.00</td></tr> <tr> <td>Connections Bus Project</td><td>Youth work visits Sept-Oct 25</td><td>2072.00</td></tr> <tr> <td>S Smith</td><td>Refund new plants container</td><td>44.00</td></tr> <tr> <td>Online Playgrounds</td><td>Play area maintenance work</td><td>7278.36</td></tr> <tr> <td>Unity Trust Bank</td><td>Service charge</td><td>7.65</td></tr> <tr> <td>Salaries</td><td>Salaries</td><td>1095.61</td></tr> <tr> <td>Expenses</td><td>Expenses</td><td>15.00</td></tr> <tr> <td>HMRC</td><td>PAYE/NI</td><td>154.45</td></tr> <tr> <td>NEST</td><td>Pension</td><td>154.99</td></tr> </table> <p><b>Multipay Charge Card</b></p> <table> <tr> <td>Lloyds Bank</td><td>Monthly charge card fee</td><td>3.00</td></tr> <tr> <td>DefibStore Ltd</td><td>Defibrillator pads</td><td>134.40</td></tr> <tr> <td>Total</td><td></td><td>11311.90</td></tr> </table> <p><u>Approval</u> proposed by Cllr Grove. Seconded by Cllr Bailey. RESOLVED unanimously.</p>	SSE Electric	Street lighting August 25	23.53	SSE Electric	Street lighting September 25	26.74	EE	Mobile phone 11.10.25 – 10.11.25	26.17	Replay Maintenance Ltd	3G drag brush 19/22	180.00	Connections Bus Project	Youth work visits Sept-Oct 25	2072.00	S Smith	Refund new plants container	44.00	Online Playgrounds	Play area maintenance work	7278.36	Unity Trust Bank	Service charge	7.65	Salaries	Salaries	1095.61	Expenses	Expenses	15.00	HMRC	PAYE/NI	154.45	NEST	Pension	154.99	Lloyds Bank	Monthly charge card fee	3.00	DefibStore Ltd	Defibrillator pads	134.40	Total		11311.90	
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131.2	<p><u>To report on any income received</u></p> <table> <tr> <td>HMRC</td><td>VAT reclaim 1.7.25 – 30.9.25</td><td>4297.26</td></tr> <tr> <td>Resident</td><td>Queens Way parking bay licence</td><td>25.00</td></tr> <tr> <td>Total</td><td></td><td>4312.76</td></tr> </table>	HMRC	VAT reclaim 1.7.25 – 30.9.25	4297.26	Resident	Queens Way parking bay licence	25.00	Total		4312.76																																					
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131.3	<p><u>To considering accepting Scribe Accounting price increase for 2026-27</u></p> <p><u>Approval</u> of Scribe's quote for an increase of £11.52 per month from 1<sup>st</sup> April 2026 proposed by Cllr Pinter. Seconded by Cllr Bailey. RESOLVED unanimously. The annual subscription will be £483.84.</p>																																														
131.4	<p><u>To consider first draft of 2026-27 budget</u></p> <p>Draft budget had been circulated prior to the meeting. Clerk reported that a budget will need to be set for the information boards. Costing to be obtained. It was also suggested that an extra £5,000 should be budgeted for Stocks Green improvements. Clerk, Chair and Vice-chair to meet later this month to finalise draft budget which will need to be approved at the December meeting.</p>	December agenda																																													
25/132	<b>ADMINISTRATION MATTERS</b>																																														
132.1	<p><u>To receive report on website accessibility MOT.</u></p> <p>Clerk reported that website host had completed checks to review overall performance, layout consistency and compliance with accessibility standards. The accessibility statement had been amended to reflect WCAG 2.2AA compliance.</p> <p>Clerk had corrected the errors and omissions highlighted in the report.</p>																																														
25/133	<b>DATE OF NEXT MEETING</b>																																														
	<p>Parish Council - Monday 8 December 2025, 7.30pm</p> <p>Planning meeting – Monday 24 November 2025, 7.30pm (If required)</p>																																														
	<b>The meeting was declared closed at 8.37pm</b>																																														

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2538