

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 13 July 2026 at 7.30pm**

Agenda No:	Present: Cllrs T Westcott (Chair), S Moore (Vice-chair), J Grove, J Bailey, R Pinter, D O'Donovan, M Wheeler. Clerk: L Lawrence. In attendance: Cnty Cllr L Navarro, Dist Cllr N Warren-Green. Two members of the public. (Andrew Dennis - EAG/FMG), (Elaine Bailey - (Pavilion Management Committee Chair)	Action
26/77	APOLOGIES FOR ABSENCE Cllr T Starling (personal), Cllr L Wellard (personal) Apologies approved. Dist Cllr S Hansraj.	
26/78	DECLARATIONS OF INTEREST None declared.	
26/79	PUBLIC OPEN SESSION Andrew Dennis (EAG/FMG) asked for an update on Cambridge Road bridge desilting. Cnty Cllr Navarro confirmed the work is scheduled. Andrew also asked if the Cambridge 25 outline planning application had been received. Cllr Moore responded that the developers had advised that the application had been submitted, therefore notification should be received from Planning shortly.	
26/80	TO APPROVE MINUTES OF THE ANNUAL MEETING HELD 8 JUNE 2026 RESOLVED that the minutes of the meeting held 8 June 2026 be approved as a correct record and signed by the Chair.	
26/81	TO RECEIVE REPORTS Written report circulated before the meeting and uploaded to website.	
81.1	<u>County Councillor's report</u> Cllr Navarro updated on the following: The government should be announcing its decision on the Local Government Review on the last day of parliament this week. As well as Cambridge Road bridge desilting, he had asked that an assessment is undertaken to clear the waterway at Westwick too. There is still funding available from the Highways capital programme. Therefore, he had asked that resurfacing High Street is considered. Cllr Moore reported that there is a large amount of overhanging vegetation along the Dry Drayton Road footway from the crossroads to the garden centre. He had reported this online but considers it to be a danger to pedestrians due to footway narrowing and volume of HGVs using that route. A hedge has also been planted which appears to encroach on Highways land. The footway needs to be widened for the whole stretch. Cllr Navarro agreed to follow up.	
81.2	<u>District Councillors' reports</u> Cllr Warren-Green updated on the following: Concern was raised at the Northstowe 3B planning application public event about the low water levels in the area. Local Plan Regulation 19 consultation due in July/August. Noted importance of reiterating points previously raised.	

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81.3	Cllr Moore asked if the new Cambridge Development Corporation (CDC) would be responsible for determining the Cambridge 25 application. Cllr Warren-Green responded that Greater Cambridge Shared Planning would determine the application. SCDC are pushing for CDC to focus on sustainable development, rather than planning. <u>Parish Councillors' reports</u> Cllr Pinter stated that the next Journal deadline is 21 July. Cllr Westcott had undertaken chairmanship training. Cllr Moore reported that he and volunteers had installed three village information boards on land near the shop, on the village green and opposite the pond. Tree roots had prevented installation of the Stocks Green board. Consideration to be given on how to overcome this issue. Cambridge 25 developers had been invited to attend the next A14 Logistics forum. Date to be confirmed. Cllr Wheeler had started work on the BHF application for a new defibrillator. Cllr Grove will attend OWN meeting this week. The Great Collaboration are to include a report on Oakington's successful biodiversity/sustainability work in their Cambridgeshire monthly briefing.	
81.4	<u>Clerk's report</u> Report circulated prior to the meeting. Pavilion external wood staining work had started last week. Rights of Way officer had assessed Cherry Orchard public footpath barrier damage and concluded that the barriers should be removed due to accessibility issues.	
26/82	PLANNING MATTERS	
82.1	<u>Applications requiring a decision</u> None.	
82.2	<u>Applications to note only</u> None.	
82.3	<u>Applications decisions received</u> <u>26/00322/FUL – Baptist Church</u> Rear car park. <u>Approved</u> <u>26/01509/FUL – Poplar Farm, Dry Drayton Road</u> Regularisation of one 4 bed dwelling. <u>Refused</u>	
82.4	<u>Local Plan Regulation 19 consultation - To consider submitting paper on relocating Cambridge 25 warehouse development</u> Cllr Pinter had circulated three suggested alternative rail-served/multi-modal locations proposals prior to the meeting. He went through them at the meeting. After a lengthy discussion it was RESOLVED that a single submission be prepared incorporating the details of all three alternative proposals. Agreed the final proposal should also be sent to the A14 Logistics forum.	
26/83	HIGHWAYS MATTERS	
83.1	<u>To note email from Highways regarding Cambridge Road LHI traffic calming project review</u> Cllr O'Donovan summarised the email; - Re-review of the project designs and proposed locations for the cushions (as designed) were acceptable. - Road Safety Audit 3 (review of delivered works) expected to complete during June. - Request for opportunities to improve the project, and overall service from manufacturer of the speed cushions has been undertaken. Follow up meeting to be arranged.	

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	-Topographical Survey of the speed cushions and immediate highway is expected to conclude in July. This information will influence carriageway maintenance repairs. -Traffic behaviours and patterns. Traffic surveys, and source of longer-term motorist data to sample has been arranged. Expected to conclude in July 2026. Highways expect to be able to report back to the parish councils in September.	
26/84	PAVILION MATTERS	
84.1	<u>To formally agree that the Parish Council should take over Pavilion and 3G management from 1 December 2026</u> RESOLVED that the Parish Council should assume responsibility for the Pavilion and 3G from 1st December 2026.	
84.2	<u>To appoint a working group to manage the handover process</u> RESOLVED to establish a working group comprising Cllr Westcott, the Clerk and Pavilion Committee Chair, Elaine Bailey. Noted that an action plan needs to be formed as soon as possible to progress recruitment of a caretaker and bookings administrator. Noted also that the Personnel Committee would need to make a recommendation to full PC on appointments.	
84.3	<u>To consider quotes for 3G pitch maintenance from October 2026 onwards</u> On recommendation from Clerk, it was RESOLVED to approve Replay Maintenance Ltd quote of £3,100 +VAT for 3 Revive visits and 14 drag brush visits PA commencing October 2026.	
84.4	<u>To retrospectively approve revised quote for heating pump replacement</u> RESOLVED to retrospectively approve the quote from CPS Building Services Ltd for £1277.81 +VAT to include replacing caps on AVV with the new heating pump.	
26/85	RECREATION GROUND/OPEN SPACES MATTERS	
85.1	<u>To consider progressing Stocks Green improvement plans</u> Cllr Moore stated that the PC had earmarked a budget to undertake improvement works a few years ago, but the project had been paused due to the Baptist Chapel planning application for a rear car park. As that application had recently been approved, he recommended progressing the work to improve and increase the grass area by narrowing the track slightly and putting bollards/a shrub at the end nearest 10 High Street to prevent vehicles driving over the grass. He also suggested planting small trees in the right-side area near the rear of 45 Water Lane. RESOLVED to form a working group consisting of Cllrs Moore, O'Donovan and Bailey. The working group will liaise with members Baptist Chapel.	
85.2	<u>To consider funding two additional village information boards</u> RESOLVED to set a budget of £800 to fund 'Airfield' and 'Railway' information boards.	
26/86	BIODIVERSITY MATTERS	
86.1	<u>To consider submitting report via Parishonline on the potential for a rain garden for Mill Road verge to alleviate flooding</u> Cllr Grove's report had been circulated prior to the meeting. RESOLVED that Cllr Grove investigate the proposal further, including estimated costs and measurements.	
26/87	COMMUNITY MATTERS	
87.1	<u>To consider reviewing the village Emergency Plan</u>	

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	Cllr Grove had checked the existing plan and considers it robust, but there is a need to review all the contact information as most are out of date. Noted the difficulty in getting volunteers willing to be involved. RESOLVED that Cllrs Grove and Wheeler should review the 'people' information.																																																				
26/88	FINANCE MATTERS																																																				
88.1	<u>To approve payment of outstanding accounts due</u> <table> <tr> <td>SSE Electric</td><td>Street lighting 1.5.26 – 31.5.26</td><td>21.42</td></tr> <tr> <td>EE Mobile</td><td>Mobile phone</td><td>13.60</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G drag brush visit 8&9/15</td><td>373.68</td></tr> <tr> <td>Connections Bus Project</td><td>Youth work April-May 26</td><td>1555.00</td></tr> <tr> <td>CPS Building Services</td><td>Boiler heat pump replacement</td><td>1533.37</td></tr> <tr> <td>CAPALC</td><td>Chairmanship training</td><td>50.00</td></tr> <tr> <td>Screens & Graphics Ltd</td><td>Information boards artwork</td><td>188.30</td></tr> <tr> <td>S Burman</td><td>Rec seating areas gardening</td><td>620.00</td></tr> <tr> <td>South Cambs DC</td><td>Uncontested PC election</td><td>135.00</td></tr> <tr> <td>Salaries</td><td>Salaries</td><td>1168.50</td></tr> <tr> <td>Expenses</td><td>Expenses</td><td>15.00</td></tr> <tr> <td>HMRC</td><td>PAYE/NI</td><td>190.95</td></tr> <tr> <td>NEST</td><td>Pension</td><td>167.91</td></tr> <tr> <td>Multipay Charge Card</td><td></td><td></td></tr> <tr> <td>Microsoft</td><td>Office 365 subscription</td><td>59.99</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>6095.72</td></tr> </table> RESOLVED to approve all payments.	SSE Electric	Street lighting 1.5.26 – 31.5.26	21.42	EE Mobile	Mobile phone	13.60	Replay Maintenance Ltd	3G drag brush visit 8&9/15	373.68	Connections Bus Project	Youth work April-May 26	1555.00	CPS Building Services	Boiler heat pump replacement	1533.37	CAPALC	Chairmanship training	50.00	Screens & Graphics Ltd	Information boards artwork	188.30	S Burman	Rec seating areas gardening	620.00	South Cambs DC	Uncontested PC election	135.00	Salaries	Salaries	1168.50	Expenses	Expenses	15.00	HMRC	PAYE/NI	190.95	NEST	Pension	167.91	Multipay Charge Card			Microsoft	Office 365 subscription	59.99	Lloyds Bank	Monthly charge card fee	3.00	Total		6095.72	
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88.2	<u>To report on income received</u> None.																																																				
88.3	<u>To note bank reconciliation as at 30 June 2026</u> Noted.																																																				
88.4	<u>To review budget position as at 30 June 2026</u> Clerk had reviewed each line of the budget against actual expenditure. The £2,000 budget set for a potential contested PC election was not required. The uncontested cost was £135. RESOLVED to accept the budget review and make no changes.																																																				
26/89	ADMINISTRATION MATTERS																																																				
89.1	<u>To consider approving a Parish Councillors' WhatsApp group</u> Cllr O'Donovan reported that a few newer councillors had set up an informal WhatsApp group. The Clerk had sought advice from CAPALC. They pointed out the potential for pre-determination, data protection and FOI issues. After some discussion, it was RESOLVED not to use a WhatsApp group for Parish Council business.																																																				
26/90	ITEMS FOR FUTURE AGENDAS																																																				
	Rec 'Open Spaces' project gardening maintenance contract – Cllr Bailey																																																				
26/91	DATE OF NEXT MEETING																																																				
	Parish Council - Monday 14 September 2026, 7.30pm. Planning meeting – Monday 10 August 2026, 7.30pm – if required. (Date may change depending on receipt of Local Plan and Cambridge 25 consultations)																																																				
	The meeting was declared closed at 9.26pm																																																				

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