

OAKINGTON & WESTWICK PARISH COUNCIL

Notice of Meeting	Oakington & Westwick Parish Council – Annual Meeting
Date / Time	Monday 12 May 2025 at 7.30pm
Venue	Oakington Sports Pavilion, Queens Way, Oakington

All members of the Council are hereby summoned to attend the **Annual meeting** for the purposes of considering and resolving the business to be transacted at the meeting, as set out below.

Members of the public and press are invited to address the Council under the Public Open Session item.



Laura Lawrence – Clerk
6 May 2025

Agenda

Item			Time
25/54	To elect a Chair Chair to sign Declaration of Acceptance of Office	For decision	1
25/55	To elect a Vice-Chair	For decision	1
25/56	To receive and approve apologies for absence	For decision	1
25/57	To receive declarations of interest & dispensations - To receive declarations of pecuniary interest from Councillors on items on the agenda - To receive any requests for dispensations and grant any as appropriate.	For decision	1
25/58	Public Open Session To allow up to 15 minutes for members of the public to address the meeting in relation to any parish related matter		15
25/59	To approve minutes of the meeting held 14 April 2025	For decision	2
25/60	Matters arising from the previous meetings, not otherwise on the agenda (information only)	To note only	5
25/61	Reports (Written reports circulated and available on website) 61.1 County Councillor's report 61.2 District Councillors' report 61.3 Parish Councillors reports (verbal) 61.4 Clerk's report (verbal)	To note only	20
25/62	To elect members of the Personnel Committee and review its terms of reference	For decision	5
25/63	To appoint member representatives on external parish groups	For decision	5
25/64	To appoint members with specific areas of responsibility	For decision	5

Item			Time
25/65	<p>Planning matters</p> <p>65.1 Applications requiring a decision <u>25/0387/TTCA -Stocks Green, High Street (Cambridgeshire County Council)</u> Crown lift two Limes and London Plane</p> <p>65.2 Applications to note only</p> <p>65.3 Applications decisions received</p>	<p>For decision</p> <p>To note only</p> <p>To note only</p>	10
25/66	<p>Recreation ground/Open spaces matters</p> <p>66.1 To consider tennis club lease agreement 2025-2030</p> <p>66.2 To consider options for dealing with rabbits on rec</p>	<p>For decision</p> <p>For decision</p>	10
25/67	<p>Finance matters</p> <p>67.1 To approve payment of outstanding accounts due</p> <p>67.2 To report on any income received</p> <p>67.3 To approve 2024-25 accounts</p> <p>67.4 To approve Annual Governance & Accountability Return (AGAR) Section 1- Annual Governance Statement 2024-25</p> <p>67.5 To approve AGAR Section 2 – Accounting Statements 2024-25</p> <p>67.6 To agree dates for the period for the period of Public Rights and publication of Unaudited AGAR.</p> <p>67.7 To review insurance and assets register to ensure adequate cover in place.</p> <p>67.8 To appoint an internal auditor for 2025-26</p> <p>67.9 To review fees for 2025-26</p> <p>67.10 To agree level of chair’s allowance for 2025-26</p> <p>67.11 To review and approve councillors as bank signatories on all bank accounts and resolve to remove any signatories as appropriate.</p>	<p>For decision</p> <p>To note only</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p> <p>For decision</p>	30
25/68	<p>Administration matters</p> <p>68.1 To review Standing Orders</p> <p>68.2 To review Finance Reserves policy</p> <p>68.3 To review Risk Assessment</p> <p>68.4 To review Freedom of Information Publication Scheme</p> <p>68.5 To review Complaints Procedure</p> <p>68.6 To review Internal Controls policy</p> <p>68.7 To agree dates for 2026 meetings</p>	<p>For decision</p>	10
25/69	<p>Date of next meeting: Monday 9 June 2025, 7.30pm</p> <p>Planning: Tuesday 27 May 2025 – if required</p>		