

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way, Oakington
Monday 14 April 2025 at 7.30pm**

Agenda No:	Present: Cllrs D Reeves (Chair), S Moore (Vice chair), J Bailey, J Grove, T Starling, R Pinter. Clerk: Mrs L Lawrence In attendance: Dist Cllr T Bygott (part meeting) 3 members of the public.	Action
25/39	APOLOGIES FOR ABSENCE Cllr J Camilleri (work course). Cnty Cllr F Thompson. Dist Cllr N Warren-Green.	
25/40	DECLARATIONS OF INTEREST None declared.	
25/41	PUBLIC OPEN SESSION 10 High Street residents attended to share their views on Stocks Green improvement plans (Item 47.1) They supported replacement of edging. But felt that the end section nearest their property should be reinstated with grass over mesh grid, rather than gravel and the planned locations for 2 wooden bollards might restrict Baptist Chapel parking on the green. They suggested one bollard at the far end to prevent vehicles cutting across the corner and possibly MOT Type 3 rather than Type 1 as it is more permeable. They also suggested the PC considers reducing the width of the drive. Another High Street resident had attended to complain about noisy motorbikes regularly being ridden along the Northstowe roads and through the village. Chair responded that the only course of action available is to complain to the Police either via 101 or online and to keep doing so every time it happens. Cllr Bygott stated that Longstanton Parish Council have been reporting the issue to the Police as well.	
25/42	TO APPROVE MINUTES OF THE MEETING HELD 10 MARCH 2025 Approval proposed by Cllr Grove. Seconded by Cllr Starling. RESOLVED unanimously. Minutes were signed by the Chair.	
25/43	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 31 MARCH 2025 Approval proposed by Cllr Moore. Seconded by Cllr Grove. RESOLVED unanimously. Minutes were signed by the Chair.	
25/44	MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY) <u>25/35.1 Pavilion Fire Risk Assessment</u> – Clerk had uploaded to website <u>25/36.1 South Cambs District Council 4-day week consultation</u> – Clerk had submitted response.	
25/45	TO RECEIVE REPORTS	

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45.1	(Written reports circulated prior to the meeting and posted on website.) <u>County Councillor's report</u> Cllr Thompson has sent her apologies and advised there would be no report this month.	
45.2	<u>District Councillors' reports</u> Cllr Warren-Green had sent her apologies. Written report received. Cllr Bygott had not produced a written report due it being the pre-election period. He was asked about devolution plans. He thought the councils would seek advice from accountancy firms on likely cost savings and then form a plan for the design of new unitary councils by the autumn. <i>Cllr Bygott left the meeting after this item at 8.10pm.</i>	
45.3	<u>Parish Councillors' reports</u> Cllr Moore reported that materials had been ordered for EAG information boards and proof reading is almost complete. Cllr Grove reported that OWN may apply for a community grant to support their events for this year. (Clerk had emailed grant policy and application to OWN) Cllr Grove and Chair had attended the unveiling of RAF Oakington memorial in Northstowe. Chair had attended Northstowe quarterly meeting – Busway/cycleway link to SARW audit had been signed off but more work is needed to make it safe as rules have changed. EA flood modelling had been received. However, Homes England had stated that there will be no consideration of flood attenuation in Dry Drayton Road until 2,500 Phase 2A homes are occupied which will be in 2030 at the earliest. Cllr Moore will review Homes England Draft Design Code for Phase 3A Key Stage 1 which will be submitted to SCDC for consideration in May. PC will be invited to comment.	
45.4	<u>Clerk's report</u> <u>Bus Survey meeting</u> – Stagecoach had advised they will only attend if representatives from the Combined Authority attend too. Meeting to be arranged for late May due to the elections. <u>Connections Bus</u> – new bus will be ready for 28 th April. Launch event planned for 21 st April at Histon Baptist Church. <u>Solar MVAS</u> – should be available for collection in mid May. Posts to be installed first. <u>Cemetery non-domestic rates 2025-26</u> -100% small business rate relief received. <u>95-day notice account</u> – interest rate reduced from 4.5% to 4.05% from 4 th April.	
25/46	PLANNING MATTERS	
46.1	<u>New applications for consideration</u> None received.	
46.2	<u>Applications to note only</u> None received.	
46.3	<u>Applications decisions received</u> None received.	
25/47	STOCKS GREEN	
47.1	<u>To consider quote for Stocks Green improvement works</u> Chair and Clerk had met with Brookfield Contracting MD to discuss options. He suggested replacing grass edging, installing two bollards to discourage vehicles	

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	<p>from crossing the grass and excavating approx. 60m2 of the end section, installing MOT Type 1 base layer, then adding recycled grid mesh dressed with gravel.</p> <p>His quote for this work had subsequently been received. After a lengthy discussion it was proposed by Cllr Moore that alternative options (including concrete grid) should be explored following a PC site visit to Stocks Green. Seconded by Cllr Pinter. RESOLVED unanimously.</p> <p>Clerk to issue a Doodle Poll to ascertain preferred date.</p> <p><i>3 members of the public left the meeting after this item.</i></p>	Clerk																																	
25/48	<p>PAVILION MATTERS</p> <p>48.1 <u>To authorise Chair to sign the Net Zero Villages Grant Funding Agreement (GFA) for solar PV and batteries</u></p> <p>Notification of successful CPCA grant award of <u>£20,395</u> had been received together with a draft GFA which had been circulated.</p> <p>Clerk had attended a project leaders meeting on 10 April which included the grant administration process and reporting requirements.</p> <p>Proposed by Cllr Starling that the Chair should be authorised to sign the GFA (2 paper copies) on receipt. Seconded by Cllr Grove. RESOLVED unanimously.</p>	Chair																																	
25/49	<p>RECREATION GROUND MATTERS</p> <p>49.1 <u>To report on damage to height restriction barrier</u></p> <p>Clerk reported that a SCDC Trade Waste refuse lorry had been reversed into the barrier causing a bend in the top bar and damage to the yellow warning sign and ANPR sign. The incident had been reported to SCDC and a repair quote sent to their insurers.</p>																																		
25/50	<p>BIODIVERSITY MATTERS</p> <p>50.1 <u>To consider attending The Great Collaboration Regional Pilot online meeting on 24 April</u></p> <p>Cllr Grove agreed to attend the meeting and report back at the next PC meeting.</p> <p>Cambridgeshire ACRE had also invited the parish to be involved in their 'Nature in our Neighbourhoods' project which, subject to funding, will support rural communities to lead on nature recovery. EAG/SOW had expressed interest in this project and felt it would be useful to have support to set up a Local Nature Recovery Plan. Therefore it was agreed that the Clerk should complete the survey received with input from EAG/SOW</p>	<p>Cllr Grove</p> <p>Clerk</p>																																	
25/51	<p>FINANCE MATTERS</p> <p>51.1 <u>To approve payment of outstanding accounts due</u></p> <table> <tr> <td>EE Ltd</td><td>Mobile phone</td><td>24.60</td></tr> <tr> <td>SSE Electric</td><td>Street lighting undercharge</td><td>64.95</td></tr> <tr> <td>SSE Electric</td><td>Street lighting</td><td>25.89</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G Drag brush visit 10</td><td>180.00</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G Revive visit 3</td><td>360.00</td></tr> <tr> <td>Brookfield Contracting Ltd</td><td>Grass cutting March 25</td><td>792.00</td></tr> <tr> <td>Brookfield Contracting Ltd</td><td>Stocks Green Leylandii & fence</td><td>5496.00</td></tr> <tr> <td>CAPALC</td><td>Affiliation & DPO scheme 25-26</td><td>562.86</td></tr> <tr> <td>CPS Building Services Ltd</td><td>Call out , boiler failure</td><td>216.00</td></tr> <tr> <td>ICCM</td><td>Annual membership</td><td>105.00</td></tr> <tr> <td>Unity Trust Bank</td><td>Service charge</td><td>7.80</td></tr> </table>	EE Ltd	Mobile phone	24.60	SSE Electric	Street lighting undercharge	64.95	SSE Electric	Street lighting	25.89	Replay Maintenance Ltd	3G Drag brush visit 10	180.00	Replay Maintenance Ltd	3G Revive visit 3	360.00	Brookfield Contracting Ltd	Grass cutting March 25	792.00	Brookfield Contracting Ltd	Stocks Green Leylandii & fence	5496.00	CAPALC	Affiliation & DPO scheme 25-26	562.86	CPS Building Services Ltd	Call out , boiler failure	216.00	ICCM	Annual membership	105.00	Unity Trust Bank	Service charge	7.80	
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	Salaries	Salaries	1266.17	
	Expenses	Expenses	15.00	
	HMRC	PAYE/NI	261.07	
	NEST	Pension	187.71	
	Multipay Charge Card			
	Lloyds Bank	Monthly charge card fee	3.00	
	Total		9576.60	
	<u>Approval proposed by Cllr Starling. Seconded by Cllr Bailey RESOLVED unanimously.</u>			
51.2	<u>To report on any income received</u>			
	R Stebbings Funerals	EROB & interment fee	500.00	
	HMRC	VAT reclaim 1.3.25-31.3.25	530.54	
	Total		1030.54	
51.3	<u>To consider paying for existing MVAS to be repaired.</u>			
	Cllr Starling reported that the PCB needs to be replaced at a cost of approx. £100. Proposed by Cllr Grove that the MVAS should be repaired. Seconded by Cllr Bailey. RESOLVED unanimously.			
51.4	<u>To adopt new Financial Regulations, based on NALC model regulations 2025</u>			
	Proposed by Cllr Pinter that the new Financial Regulations should be adopted. Seconded by Cllr Starling. RESOLVED unanimously.			
25/52	CONFIDENTIAL MATTERS			
	RESOLVED unanimously that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting due to the commercially sensitive nature of the following matter:			
52.1	<u>To appoint preferred contractor to undertake Pavilion solar PV and batteries installation.</u>			
	Following an invitation only (non-advertised) tender process, quotes had been received from three contractors.			
	Proposed by Cllr Moore that Greenscape Energy Ltd should be awarded solar PV system contract for £26,569 (+VAT); comprising 36 x 650W panels and 3 x 10.36kwh batteries. Seconded by Cllr Pinter. RESOLVED unanimously.			
	RESOLVED unanimously that, the confidential business having been concluded, the press and public be re-admitted to the meeting.			
25/53	DATE OF NEXT MEETING			
	Parish Council: Monday 12 May 2025 at 7.30pm (Annual Meeting of the Council)			
	Monday 28 April 2025 at 7.30pm – if required.			
	The meeting was declared closed at 9.08pm.			

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