

**Minutes of the Annual Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 12 May 2025 at 7.30pm**

<b>Agenda No:</b>	<b>Action</b>
Present: Cllrs J Bailey, J Grove, T Starling, S Moore, R Pinter. Clerk: L Lawrence. In attendance: Dist Cllr N Warren-Green (part meeting), Cnty Cllr L Navarro (part meeting), Dist Cllr T Bygott (part meeting) No members of the public.	
25/54 <b>TO ELECT A CHAIR</b>  Cllr Starling proposed as Chair by Cllr Moore. Seconded by Cllr Pinter . RESOLVED unanimously. Chair signed Declaration of Acceptance of Office.	
25/55 <b>TO ELECT A VICE-CHAIR</b>  Cllr Moore proposed as Vice-chair by Cllr Starling. Seconded by Cllr Pinter. RESOLVED unanimously.	
25/56 <b>APOLOGIES FOR ABSENCE</b>  Cllr J Camilleri (work course). Dist Cllr Bygott (for late arrival). David Reeves had formally resigned today.	
25/57 <b>DECLARATIONS OF INTEREST</b>  None declared.	
25/58 <b>PUBLIC OPEN SESSION</b>  No members of the public present.	
25/59 <b>TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 14 APRIL 2025</b>  Approval proposed by Cllr Grove. Seconded by Cllr Bailey. RESOLVED unanimously. Minutes were signed by the Chair.	
25/60 <b>MATTERS ARISING FROM THE PREVIOUS MEETINGS, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>25/48.1 Net Zero Villages grant – Solar PV</u> – signed GFA had been returned to South Cambs DC. Contractor has submitted a District Network Operator application to connect solar panels to the grid. <u>25/49.1 Height barrier damage</u> – South Cambs DC insurers had agreed to pay for the repairs.	
25/61 <b>TO RECEIVE REPORTS</b>  61.1 <u>County Councillor's report</u> Newly elected Cllr Luis Navarro was welcomed to his first meeting. 61.2 <u>District Councillors report</u> Cllr Warren-Green had no updates to her written report. Cllr Bygott reported that a High Street resident has asked if it was necessary for all grass verges to be cut back and could some be left wild. It was pointed out that the county council is responsible for verge cutting. When residents were informally consulted on this in the past by EAG, it was clear there are very mixed views on verge cutting regimes.	

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61.3	<p><u>Parish Councillors reports (verbal)</u></p> <p>Cllr Pinter had attended the launch event for the new Connections bus. He will include an item on it in the next journal edition.</p> <p>Noted the deadline is 20<sup>th</sup> May. It was agreed to include an item on parish council vacancies.</p> <p>Cllr Grove had attended the following:</p> <p>OWN meeting. The Big Lunch will be held on 8<sup>th</sup> June. A recent plant sale had raised £125.25</p> <p>VE Day 80 years commemoration at Longstanton war memorial.</p> <p>Great Collaboration regional pilot meeting. She felt that Oakington is already quite far advanced in terms of climate action activities undertaken but she will attend future meetings to gather information if she is available.</p>	
61.4	<p><u>Clerk's report</u></p> <p><u>3G kickboards</u> – hirers had reported that the grass matting was beginning to sag and adversely affect the way the ball bounces off the boards. The contractor responded promptly and had tightened and re-stapled the matting.</p> <p><u>30mph LHI</u> – project officer had reported that they are looking to close the road to install speed cushions and road crossings for electrical connections from 26<sup>th</sup> to 29<sup>th</sup> August.</p> <p><u>Drainage channel, basketball area</u> – two sections of plastic drain covers had been vandalised. Chair &amp; Clerk to look at options to replace them.</p> <p><u>Solar MVAS</u> – posts are due to be installed on 15<sup>th</sup> May.</p>	Chair/Clerk
25/62	<p><b>TO ELECT MEMBERS OF THE PERSONNEL COMMITTEE AND REVIEW ITS TERMS OF REFERENCE</b></p> <p>Due to reduced number of parish councillors, it was agreed that any personnel matters would be dealt with during a 'closed' session at a full council meeting for the time being.</p>	
25/63	<p><b>TO APPOINT MEMBER REPRESENTATIVES ON OTHER PARISH GROUPS</b></p> <p>Proposed by Cllr Pinter, seconded by Cllr Moore and RESOLVED unanimously to appoint the following:</p> <p>Environment Action Group (EAG)/Flood Mitigation Group (FMG) – Cllr Moore</p> <p>Oakington &amp; Westwick Neighbours (OWN) – Cllr Grove</p> <p>Pavilion Management Committee – Cllr Moore (Cllr Starling reserve)</p> <p>Community Association – Cllr Starling</p>	
25/64	<p><b>TO APPOINT MEMBERS WITH SPECIFIC AREAS OF RESPONSIBILITY</b></p> <p>Proposed by Cllr Moore, seconded by Cllr Bailey and RESOLVED unanimously to appoint the following:</p> <p>Northstowe planning and Homes England quarterly meetings – Cllr Moore</p> <p>Recreation Ground/Cemetery/play area – Cllr Bailey</p> <p>Trees – Cllrs Grove and Camilleri</p> <p>Youth provision – Cllr Pinter</p> <p>Martyrs Graves – Cllr Grove</p>	
25/65	<p><b>PLANNING MATTERS</b></p> <p>65.1 <u>Applications requiring a decision</u></p> <p><u>22/0387/TTCA – Stocks Green, High Street (Cambridgeshire County Council</u> Crown lift two Limes and London Plane.</p> <p>RESOLVED unanimously to make no recommendation and no comments.</p> <p>65.2 <u>Applications to note only</u></p> <p>None received.</p> <p>65.3 <u>Applications decisions received.</u></p>	

	<u>25/00927/HFUL – 65 High Street - Demolition of existing rear conservatory and construction of single storey rear extension. Alterations to the fenestration. Approved.</u>																																																								
25/66	<b>RECREATION GROUND/OPEN SPACES MATTERS</b>																																																								
66.1	<u>To consider tennis club lease agreement 2025-2030</u> Draft lease had been circulated. Tennis Club had no suggested changes to the previous lease. Proposed by Cllr Starling that the lease agreement should be approved without amendment. Seconded by Cllr Grove. RESOLVED unanimously.																																																								
66.2	<u>To consider dealing with rabbits on Rec</u> Rabbits had dug holes in the football pitches and along the edges of new perimeter path. A warren had been established in the dig spoil area which is covered with brambles. A recommended pest control firm had advised that fumigation is not possible due to it being a public space. They could only offer ferreting but would require the brambles to be cut back to enable them to access the burrows to be able to provide a quote. <i>Cllr Bygott arrived at 8.25pm</i> Cllr Warren-Green offered to find out if there is any grant funding available. Clerk to ask Brookfield to quote to clear the brambles. <i>Cllrs Warren-Green and Navarro left at 8.30pm</i>		Cllr Warren-Green Clerk																																																						
25/67	<b>FINANCE MATTERS</b>																																																								
67.1	<u>To approve payment of outstanding accounts due</u> <table><tr><td>SSE Electric</td><td>Street lighting 1.3.25-31.3.25</td><td>28.62</td></tr><tr><td>EE</td><td>Mobile phone</td><td>26.17</td></tr><tr><td>Connections Bus Project</td><td>Van visits Feb-March 25</td><td>928.00</td></tr><tr><td>Replay Maintenance Ltd</td><td>3G drag brush visit 11</td><td>180.00</td></tr><tr><td>Brookfield Contracting</td><td>Grass cutting, April 25</td><td>570.00</td></tr><tr><td>Greenscape Energy Ltd</td><td>Deposit – solar PV, pavilion</td><td>12753.12</td></tr><tr><td>Brightpay Software Ltd</td><td>Brightpay payroll 25-26</td><td>100.80</td></tr><tr><td>D Reeves</td><td>Chair’s allowance 2024-25</td><td>200.00</td></tr><tr><td>D Reeves</td><td>Refund – memorial strapping</td><td>11.16</td></tr><tr><td>CPRE</td><td>Membership 25-26</td><td>36.00</td></tr><tr><td>Unity Trust Bank Plc</td><td>Service charge</td><td>8.85</td></tr><tr><td>Salaries</td><td>Salaries</td><td>1070.62</td></tr><tr><td>Expenses</td><td>Expenses</td><td>15.00</td></tr><tr><td>HMRC</td><td>PAYE/NI</td><td>138.66</td></tr><tr><td>NEST</td><td>Pension</td><td>150.17</td></tr><tr><td colspan="3"><b>Multipay Charge Card</b></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>16400.17</td></tr></table> <u>Approval</u> proposed by Cllr Moore. Seconded by Cllr Bailey. RESOLVED unanimously. <i>Cllr Bygott left at 8.35pm</i>		SSE Electric	Street lighting 1.3.25-31.3.25	28.62	EE	Mobile phone	26.17	Connections Bus Project	Van visits Feb-March 25	928.00	Replay Maintenance Ltd	3G drag brush visit 11	180.00	Brookfield Contracting	Grass cutting, April 25	570.00	Greenscape Energy Ltd	Deposit – solar PV, pavilion	12753.12	Brightpay Software Ltd	Brightpay payroll 25-26	100.80	D Reeves	Chair’s allowance 2024-25	200.00	D Reeves	Refund – memorial strapping	11.16	CPRE	Membership 25-26	36.00	Unity Trust Bank Plc	Service charge	8.85	Salaries	Salaries	1070.62	Expenses	Expenses	15.00	HMRC	PAYE/NI	138.66	NEST	Pension	150.17	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Total		16400.17	
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67.2	<u>To report on any income received</u> <table><tr><td>South Cambs DC</td><td>Precept 25-26A</td><td>33678.00</td></tr><tr><td>Resident</td><td>Double depth grave space</td><td>300.00</td></tr><tr><td>Total</td><td></td><td>33978.00</td></tr></table>		South Cambs DC	Precept 25-26A	33678.00	Resident	Double depth grave space	300.00	Total		33978.00																																														
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67.3	<u>To approve 2024-25 accounts</u> Full accounts were circulated prior to the meeting. Clerk went through the bank reconciliation, Statement of Accounts, Income & Expenditure accounts, with earmarked reserves £81,874 at and general reserves at £21,066. Approval proposed by Cllr Bailey. Seconded by Cllr Grove . RESOLVED unanimously.																																																								

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67.4	<p><u>To approve Annual Governance &amp; Accountability Return (AGAR) Section 1- Annual Governance Statement 2024-25</u></p> <p>Each item was considered in turn and agreed as 'Yes'. Approval of Annual Governance Statement proposed by Cllr Bailey. Seconded by Cllr Grove. RESOLVED unanimously.</p>	
67.5	<p><u>To approve AGAR Section 2 – Accounting Statements 2024-25</u></p> <p>Accounting Statements signed by the Clerk (RFO) had been circulated. Clerk stated these are produced on a Receipts &amp; Payments basis. Approval proposed by Cllr Starling. Seconded by Cllr Moore. RESOLVED unanimously.</p>	
67.6	<p><u>To agree dates for the period for the period of Public Rights and publication of Unaudited Annual Governance &amp; Accountability Return</u></p> <p>On recommendation of the Clerk, it was proposed by Cllr Bailey that the period should be from 3 June 2025 to 14 July 2025. Seconded by Cllr Grove. RESOLVED unanimously.</p>	
67.7	<p><u>To review insurance and assets register to ensure adequate cover in place.</u></p> <p>On recommendation of the Clerk, it was proposed by Cllr Pinter that no changes should be made to the insurance cover. Seconded by Cllr Bailey. RESOLVED unanimously.</p>	
67.8	<p><u>To appoint an internal auditor for 2025-26</u></p> <p>Proposed by Cllr Starling that LGS Services should be appointed as internal auditor for 2025-26 Seconded by Cllr Moore. RESOLVED unanimously. Noted that the fee will be approx. £185 + VAT.</p>	
67.9	<p><u>To review fees charged for 2025-26</u></p> <p>Proposed by Cllr Pinter that all fees should remain unchanged. Seconded by Cllr Grove. RESOLVED unanimously.</p>	
67.10	<p><u>To agree level of Chairman's allowance for 2025-26</u></p> <p>Proposed by Cllr Moore that this should remain at £200. Seconded by Cllr Bailey. RESOLVED unanimously.</p>	
67.11	<p><u>To review and approve Councillors as bank signatories on all bank accounts</u></p> <p>Proposed by Cllr Moore that the bank signatories should remain as Cllrs, Starling, Grove, Bailey, Moore, Camilleri, with Cllr Pinter added and Mr Reeves should be removed as a signatory. Seconded by Cllr Starling. RESOLVED unanimously.</p>	
25/68	<p><b>ADMINISTRATION MATTERS</b></p>	
68.1	<p><u>To review and approve Standing Orders</u></p> <p>On recommendation of the Clerk, it was proposed by Cllr Grove that no changes should be made to Standing Orders. Seconded by Cllr Moore. RESOLVED unanimously.</p>	
68.2	<p><u>To review and approve Financial Reserves policy</u></p> <p>Proposed by Cllr Grove that the Risk Assessment should be approved as amended to include reserves as at 31 March 2025. Seconded by Cllr Moore. RESOLVED unanimously.</p>	
68.3	<p><u>To review and approve Risk Assessment</u></p> <p>Proposed by Cllr Grove that the FOI publication scheme should be approved without amendment. Seconded by Cllr Moore. RESOLVED unanimously.</p>	
68.4	<p><u>To review Freedom of Information Publication Scheme</u></p> <p>Proposed by Cllr Grove that the policy should be approved without amendment. Seconded by Cllr Moore. RESOLVED unanimously.</p>	
68.5	<p><u>To review Complaints procedure</u></p> <p>Proposed by Cllr Grove that the policy should be approved without amendment. Seconded by Cllr Moore. RESOLVED unanimously</p>	
68.6	<p><u>To review Internal Controls policy</u></p> <p>Proposed by Cllr Grove that the policy should be approved as amended. Seconded by Cllr Moore. RESOLVED unanimously.</p>	

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68.7	<u>To agree dates for 2026 meetings.</u> Proposed by Cllr Pinter that Parish Council meetings should be held on the second Monday of each month (apart from August), the Annual Parish Meeting on Monday 30 March 2026 and Planning meetings held on the fourth Monday of the month when required. Seconded by Cllr Bailey. RESOLVED unanimously.	
25/69	<b>DATE OF NEXT MEETING</b>  Parish Council - Monday 9 June 2025, 7.30pm Planning meeting – Tuesday 27 May 2025, 7.30pm (If required)	
	<b>The meeting was declared closed at 8.55pm.</b>	

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