

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

<b>Agenda No:</b>	<b>Present: Cllrs T Starling (Chair), J Grove, S Moore. Clerk: L Lawrence. In attendance: Cnty Cllr L Navarro (part meeting) Two members of the public.</b>	<b>Action</b>
25/83	<b>APOLOGIES FOR ABSENCE</b>  Cllr J Bailey (personal), Cllr R Pinter (personal), Cllr J Camilleri (work course) Dist Cllr Warren-Green, Dist Cllr T Bygott	
25/84	<b>DECLARATIONS OF INTEREST</b>  None declared.	
25/85	<b>PUBLIC OPEN SESSION</b>  There were no questions or comments from members of the public.	
25/86	<b>TO APPROVE MINUTES OF THE MEETING HELD 9 JUNE 2025</b>  Approval proposed by Cllr Grove. Seconded by Cllr Moore. RESOLVED unanimously. Minutes were signed by the Chair.	
25/87	<b>MATTERS ARISING FROM THE PREVIOUS MEETING, NOT OTHERWISE ON THE AGENDA (INFORMATION ONLY)</b>  <u>25/75.3 – OWN</u> – thank you notes delivered to Alice & Jo. <u>25/77.1 – Orchard Picnic Bench</u> – Chair had repaired vandalised and reinstalled with help from Cllr Pinter and his son.	
25/88	<b>TO RECEIVE REPORTS</b>	
88.1	<u>County Councillor's report</u> Cllr Navarro updated on the following: <u>Busway</u> is to be fenced along its entire length. He asked that if anyone is aware of any informal crossings used by residents to access nature to let him know. <u>C6 bus</u> -following his conversation with Stagecoach early morning buses now appear to be travelling at 10mph along High Street. He acknowledged that some residents may object if a proposal was put forward to reroute the bus via Water Lane/Station Road. Noted that the priority is for the High Street to be resurfaced. <u>Noisy motorbikes</u> – Cllr Grove reported they are still being ridden on land behind Church View late at night. Cllr Navarro stated that it is an issue everywhere. Police are actively trying to deal with the situation. He will follow up on the motorbikes being ridden on that land. <u>Local Highways Initiative</u> – 2026/27 funding round should open in late October with grants of up to £25,000 available for projects that improve Highway safety. <u>National Highways, A14 trees</u> – CCC had not received a response from NH regarding replanting locations. They are now escalating this to the government.	
88.2	<u>District Councillors report</u> Cllr Warren-Green reported that the housing association had repaired the Days Meadow fence apart from one section. She had followed up on this as it may be the case that ditch brambles are impacting on their ability to repair it fully.	
88.3	<u>Parish Councillors reports (verbal)</u>	

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88.4	<p>Cllr Grove had attended OWN meeting. Tea &amp; Jazz event will go ahead. She will attend the Great Collaboration meeting on 15<sup>th</sup> July if able to access it. Chair had attended Solar PV system handover with the Clerk.</p> <p><u>Clerk's report (verbal)</u></p> <p><u>Solar MVAS</u> – two units and solar panels collected on 7<sup>th</sup> July. Chair had put one together. Cllr Moore offered to help him install it.</p> <p><u>Rec orchard</u> – some apples had been stripped from trees and thrown at the pavilion. Noted that most of the apples had fallen due to the very hot weather. Picnic benches had been graffitied. Cllr Moore offered to try to clean it off.</p> <p><u>Northstowe quarterly meeting with Homes England</u> – notes had been circulated.</p> <p><u>SARW</u> – Busway link road cannot be open for cyclists/pedestrians until some additional safety works are undertaken.</p>	
25/89	<b>PLANNING MATTERS</b>	
89.1	<p><u>Applications requiring a decision</u></p> <p>None received.</p>	
89.2	<p><u>Applications to note only</u></p> <p><u>25/00346/HFUL – Staithesyde, The Drift</u></p> <p>Demolition of garage. Hip-to-gable roof extension incorporating raising of ridge height, rear dormer and front roof light. Single storey front extension and single storey rear extension with balcony. Erection of detached annex to front, ancillary to main dwelling. <u>Appeal against refusal</u></p>	
89.3	<p><u>Applications decisions received.</u></p> <p><u>24/02384/OUT - Land at Manor Farm Close</u></p> <p>Outline application comprising 8 dwellings with all matters reserved except for access. <u>Appeal dismissed</u></p>	
25/90	<b>HIGHWAYS MATTERS</b>	
90.1	<p><u>To consider adding High Street road surface to Highways capital scheme request list for 2026-27</u></p> <p>Proposed by Cllr Moore that High Street should be added to the list. Seconded by Cllr Grove. RESOLVED unanimously.</p>	
25/91	<b>RECREATION GROUND/OPEN SPACES MATTERS</b>	
91.1	<p><u>To consider quotes for play area remedial work</u></p> <p>Three quotes had been received.</p> <p>Proposed by Cllr Moore that Online Playgrounds quote for <u>£6056.30 + VAT</u> should be accepted. Seconded by Cllr Grove. RESOLVED unanimously.</p> <p>This excludes their quote of approx. £6,000 for toddler multiplay wetpour edging work. PC to consider budgeting for that in 2026-27.</p>	
25/92	<b>PAVILION MATTERS</b>	
92.1	<p><u>To report on Solar PV installation</u></p> <p>Work had been completed in three days with no issues. Handover took place on 10<sup>th</sup> July. Both Clerk and Chair have access to an app that monitors usage and amounts transferred to the grid. Clerk had arranged for the system to be added to insurance policy.</p>	
92.2	<p><u>To consider renewal quote for 3G pitch maintenance</u></p> <p>Clerk reported that there is low usage of the 3G between April and September and therefore less maintenance is required than originally anticipated.</p> <p>Proposed by Cllr Grove that Replay Maintenance Option 1 quote of <u>£3,150 + VAT</u> for 15 drag brush visits and 3 Revive PA should be accepted. Seconded by Cllr Moore. RESOLVED unanimously</p>	
92.3	<p><u>To consider quote for 3G entrance matting</u></p>	

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	Following their annual 3G survey Replay had recommended entrance matting to mitigate the amount of infill migration and reduce debris brought on to the surface. Proposed by Cllr Moore that their quote for <u>£195 + VAT</u> should be accepted if the mat can be adhered to the block paving to prevent it from being removed and it can be easily cleaned. Seconded by Cllr Grove. RESOLVED unanimously.																																														
25/93	<b>BIODIVERSITY MATTERS</b>																																														
93.1	<p><u>To consider supporting SOW request for verge in front of Mill Road orchard to be cut less often to improve it for pollinators</u></p> <p>Proposal had been circulated, together with supporting comments from nearby residents.</p> <p>Proposed by Cllr Grove that the PC should support this proposal. Seconded by Cllr Moore. RESOLVED unanimously.</p> <p>Cllr Moore suggested that EAG might discuss other possible verges that could be left uncut at its next meeting with a view to submitting one list to the Green Infrastructure team at CCC.</p>																																														
25/94	<b>INFORMATION BOARDS</b>																																														
94.1	<p><u>To receive an update on progress and to consider proceeding with the boards that include properties where residents do not respond to written request for permission</u></p> <p>Cllr Moore reported that he is in the process of proofreading the text. Proposed by Cllr Grove that the draft letter to residents should be sent with a copy of the relevant board inviting them to contact the Clerk if they have any concerns about having an image of their house on the board. Seconded by Cllr Moore. RESOLVED unanimously.</p> <p>Noted that if boards are to be installed on Highways verge permission will be required from CCC.</p>																																														
94.2	<p><u>To authorise payment of boards materials</u></p> <p>Quote of <u>£389.38</u> for materials for each board had been received. The total for eight boards will be <u>£3315.04</u>. Earmarked reserves total £2,600.</p> <p>Proposed by Cllr Grove that the payment should be made and £515.04 vired from the £3,000 earmarked reserve for 20mph speed limit which is not required. Seconded by Cllr Moore. RESOLVED unanimously</p>																																														
25/95	<b>FINANCE MATTERS</b>																																														
95.1	<p><u>To approve payment of outstanding accounts due</u></p> <table> <tr> <td>SSE Electric</td><td>Street lighting 1.5.25 -31.5.25</td><td>28.62</td></tr> <tr> <td>EE</td><td>Mobile phone</td><td>26.17</td></tr> <tr> <td>OWN</td><td>Community grant</td><td>295.68</td></tr> <tr> <td>Connections Bus Project</td><td>Youth work sessions May 25</td><td>888.00</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G Drag brush visit 15</td><td>180.00</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G Revive visit 4</td><td>360.00</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G Drag brush visit 16</td><td>180.00</td></tr> <tr> <td>Unity Trust Bank</td><td>Service charge</td><td>8.55</td></tr> <tr> <td>LGS Services</td><td>Internal audit 24-25</td><td>282.00</td></tr> <tr> <td>A Starling</td><td>Refund PCB - MVAS</td><td>136.80</td></tr> <tr> <td>Brookfield Contracting</td><td>Grass cutting June 25</td><td>948.00</td></tr> <tr> <td>Salaries</td><td>Salaries</td><td>1266.17</td></tr> <tr> <td>Expenses</td><td>Expenses</td><td>15.00</td></tr> <tr> <td>HMRC</td><td>PAYE/NI</td><td>261.07</td></tr> <tr> <td>NEST</td><td>Pension</td><td>187.71</td></tr> </table> <p><b>Multipay Charge Card</b></p>	SSE Electric	Street lighting 1.5.25 -31.5.25	28.62	EE	Mobile phone	26.17	OWN	Community grant	295.68	Connections Bus Project	Youth work sessions May 25	888.00	Replay Maintenance Ltd	3G Drag brush visit 15	180.00	Replay Maintenance Ltd	3G Revive visit 4	360.00	Replay Maintenance Ltd	3G Drag brush visit 16	180.00	Unity Trust Bank	Service charge	8.55	LGS Services	Internal audit 24-25	282.00	A Starling	Refund PCB - MVAS	136.80	Brookfield Contracting	Grass cutting June 25	948.00	Salaries	Salaries	1266.17	Expenses	Expenses	15.00	HMRC	PAYE/NI	261.07	NEST	Pension	187.71	
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	Lloyds Bank	Monthly charge card fee	3.00	
	Printout	Councillor recruitment leaflets	42.42	
	Malwarebytes	Annual subscription	29.99	
	Total		5139.18	
	<u>Approval</u> proposed by Cllr Moore. Seconded by Cllr Grove. RESOLVED unanimously.			
95.2	<u>To report on any income received</u>			
	Protector Insurance	Height barrier damage claim	1280.00	
	FW Cook Funerals	Double depth grave & interment	500.00	
	HMRC	VAT reclaim 1.4.25-30.6.25	3756.19	
	Total		5536.19	
95.3	<u>To review 2025-26 budget quarter 1</u>			
	Budget position as at 30 <sup>th</sup> June circulated. Clerk reported that the budget is currently on track. 5% retention invoice for 3G surface is expected this month.			
95.4	<u>To report on Internal Audit 2024-25</u>			
	Report had been circulated. IA noted that some low value signs purchased had not been added to the assets register. Clerk to update the register.			
	<u>To authorise closure of Santander Reward Saver account</u>			
95.5	Proposed by Cllr Grove that the account should be closed and the balance of <u>£213.91</u> transferred to the Unity Trust current account. Seconded by Cllr Moore. RESOLVED unanimously.			
25/96	<b>CONSULTATIONS</b>			
96.1	<u>Local Government Reorganisation Survey</u> PDF of the questions had been circulated. Noted that the government will determine the make-up of the new unitary authorities. Therefore the survey does not include the three options to be put forward. Cllr Moore offered to go through the questions and circulate suggested responses.			
25/97	<b>DATE OF NEXT MEETING</b>			
	Parish Council - Monday 8 September 2025, 7.30pm Planning meetings – Mondays 28 July & 11 August 7.30pm (If required)			
	<b>The meeting was declared closed at 8.40pm.</b>			