

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 8 September 2025 at 7.30pm**

Agenda No:	Present: Cllrs T Starling (Chair), J Grove, J Bailey, R Pinter. Clerk: L Lawrence. In attendance: Cnty Cllr L Navarro, Dist Cllr T Bygott. One member of the public.	Action
25/98	APOLOGIES FOR ABSENCE Cllr S Moore (personal), Dist Cllr N Warren-Green	
25/99	DECLARATIONS OF INTEREST None declared.	
25/100	PUBLIC OPEN SESSION Andrew Dennis (Flood Mitigation Group) commented on the new employment park (Cambridge 25) proposed for land off the A1307. The site will include approx. 70 acres of warehouse style buildings, all on hard surfacing together with a small 'nature park'. He is concerned about drainage from the site and possible flooding impact on Oakington as well as traffic implications. He and three other EAG members plan to attend the public drop-in sessions arranged for 12 th and 13 th September. The Chair stated that the PC had only just been notified of the proposal and public consultation which has a deadline of 22 nd September and therefore it would not be possible for the PC to discuss it tonight. But as a statutory planning consultee, the PC would respond to any outline planning application submitted. Andrew also spoke about maintenance of Beck Brook. He believes that the EA is responsible for the 1.1km section downstream between Oakington Brook and where it becomes embanked near Rampton. He had been trying to get a response from the EA via CCC Flood manager without success. The SCDC Drainage manager had kindly followed up with an EA operations manager who had agreed to arrange a site meeting with SCDC/CCC on 12 th September to discuss a possible long-term maintenance scheme. Cnty Cllr Navarro is due to attend.	
25/101	TO APPROVE MINUTES OF THE MEETING HELD 14 JULY 2025 Approval proposed by Cllr Grove. Seconded by Cllr Bailey. RESOLVED unanimously. Minutes were signed by the Chair.	
25/102	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 28 JULY 2025 Approval proposed by Cllr Bailey. Seconded by Cllr Grove. RESOLVED unanimously. Minutes were signed by the Chair.	
25/103	TO RECEIVE REPORTS	
103.1	<u>County Councillor's report</u> Report circulated prior to the meeting. No additional comments or questions.	
103.2	<u>District Councillors reports</u> Reports circulated prior to the meeting. Cllr Bygott stated the wastewater plant is unlikely to be built elsewhere now that the Honey Hill funding had been withdrawn by the government as any other site is likely to be more expensive.	

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019, reconfirmed on 9 May 2022. All decisions are taken using that power unless otherwise stated.

2528

103.3	<u>Parish Councillors reports</u> No updates.	
103.4	<u>Clerk's report</u> <u>Oakington Brook</u> – EA had cleared out debris on 24 th July. <u>Oakington to Girton 30mph scheme</u> – project manager had advised that the road will be closed 17 th to 28 th November, weekdays only between 20:00 and 06:00 to enable works completion. <u>Rec perimeter barriers</u> – damaged during the August bank holiday weekend. Brookfield had confirmed it will be repaired on 16 th September. <u>3G pitch</u> – contractor had returned to retention the kickboards grass cover. Project consultants have now issued the completion certificate. <u>Cambridge 25</u> – notification of public consultation on proposed employment park on land off A1307. Consultation deadline 22 nd September. <u>Over Day Centre</u> – considering investing in second minibus to transport residents from Oakington, Histon, Cottenham & Girton who wish to attend. PC invited to visit the centre. <u>SCDC Local Climate Action Conference, 17 October</u> – SOW and EAG reps to attend.	
25/104	PLANNING MATTERS	
104.1	<u>Applications requiring a decision</u> <u>25/03084/HFUL-Staitheyside, The Drift</u> 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 (Resubmission of 25/00346/HFUL). Unanimously RESOLVED to make no recommendation or comment. <u>25/03069/HFUL – 45 Station Road</u> Single storey Annexe with attached carport over the footprint of an existing outbuilding. Unanimously RESOLVED to make no recommendation or comment. <u>25/03139/HFUL – 7 Orchard Way</u> Demolition of existing conservatory and garage. Single storey rear extension, alterations to fenestration and addition of external flue to rear elevation. Erection of detached outbuilding in front garden. Unanimously RESOLVED to make no recommendation. Comment – concerned about the visual impact of the planned detached building at the front. It would not in keeping with the street scene.	
104.2	<u>Applications to note only</u> None received.	
104.3	<u>Applications decisions received</u> None received	
25/105	HIGHWAYS MATTERS	
105.1	<u>To report on village walkabout with CCC Green Infrastructure manager to discuss reduced verge cutting and information boards installation.</u> Clerk had circulated a written report.	
105.2	<u>To consider supporting reduced frequency grass verge cutting at locations identified in the report to improve biodiversity</u> Proposed by Cllr Pinter that the PC should support reduced frequency cutting of the verges detailed in the report. Seconded by Cllr Bailey. RESOLVED unanimously.	
105.3	<u>To approve installation locations for information boards</u> Proposed by Cllr Bailey that the locations for the information boards detailed in the report should be approved. Seconded by Cllr Grove. RESOLVED unanimously.	

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019, reconfirmed on 9 May 2022. All decisions are taken using that power unless otherwise stated.

2529

105.4	<u>To consider purchasing bulbs for planting on specific village verges.</u> CCC Green Infrastructure manager had advised that bulb planting can be undertaken by volunteers under the Community Highways Volunteering scheme, provided they are informed of the date, locations and volunteer numbers in advance. A risk assessment would also be required. SOW and PSA are keen to have a planting day on 18th October. SOW are seeking written confirmation from CCC that children are permitted to be involved. Proposed by Cllr Pinter that the Clerk should be given delegated authority to purchase bulbs up to a value of <u>£100</u>. Seconded by Cllr Grove. RESOLVED unanimously. <i>Dist Cllr Bygott left the meeting at 8.35pm</i>	Clerk																																										
25/106	RECREATION GROUND/OPEN SPACES MATTERS	,																																										
106.1	<u>To consider EAG proposal for contracted 'Open Spaces' project works</u> EAG report circulated detailing 'gardening' works required on the seating areas, excess stone clearance from path and weed spraying/extra bark chip adding around the Hornbeams. Proposed by Cllr Bailey that contracted work should be funded from 'Extra Grounds Maintenance' budget up to a maximum value of <u>£1,500</u> and the Clerk be given delegated authority to accept a quote in consultation with Cllr Bailey Seconded by Cllr Pinter. RESOLVED unanimously. Cllr Bailey will support the Clerk with obtaining quotes and site visits. <i>Cnty Cllr Navarro and the member of the public left the meeting at 8.40pm.</i>	Clerk/ Cllr Bailey																																										
25/107	PAVILION MATTERS																																											
107.1	<u>To retrospectively approve replacement of faulty CCTV camera</u> Proposed by Cllr Grove that retrospective approval should be given to replace the CCTV camera at a cost of <u>£480</u> +VAT. Seconded by Cllr Pinter. RESOLVED unanimously. Clerk reported it is due to be installed on 23 September.																																											
25/108	FINANCE MATTERS																																											
108.1	<u>To consider insurance quotes</u> Quotes had been obtained from three insurance companies/brokers. Proposed by Cllr Grove that Clear Council's quote (Ecclesiastical) of <u>£2,440</u> should be accepted. Seconded by Cllr Bailey. RESOLVED unanimously.																																											
108.2	<u>To note Clerk's Local Government Services pay award effective 1 April 2025</u> Pay award of 3.2% noted.																																											
108.3	<u>To approve payment of outstanding accounts due</u> <table> <tr> <td colspan="3">August payments</td></tr> <tr> <td>SSE Electric</td><td>Street lighting 1.6.25-30.6.25</td><td>27.73</td></tr> <tr> <td>EE</td><td>Mobile phone</td><td>26.17</td></tr> <tr> <td>Connections Bus Project</td><td>Youth work sessions June-July 25</td><td>2072.00</td></tr> <tr> <td>Greenscape Energy Ltd</td><td>Solar PV system, final</td><td>19129.68</td></tr> <tr> <td>Caligo Ltd</td><td>Information boards materials</td><td>3738.05</td></tr> <tr> <td>Unity Trust Bank</td><td>Service charge</td><td>8.10</td></tr> <tr> <td>Salaries</td><td>Salaries</td><td>1070.42</td></tr> <tr> <td>Expenses</td><td>Expenses</td><td>15.00</td></tr> <tr> <td>HMRC</td><td>PAYE/NI</td><td>138.86</td></tr> <tr> <td>NEST</td><td>Pension</td><td>150.17</td></tr> <tr> <td colspan="3">Multipay Charge Card</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>26379.18</td></tr> </table>	August payments			SSE Electric	Street lighting 1.6.25-30.6.25	27.73	EE	Mobile phone	26.17	Connections Bus Project	Youth work sessions June-July 25	2072.00	Greenscape Energy Ltd	Solar PV system, final	19129.68	Caligo Ltd	Information boards materials	3738.05	Unity Trust Bank	Service charge	8.10	Salaries	Salaries	1070.42	Expenses	Expenses	15.00	HMRC	PAYE/NI	138.86	NEST	Pension	150.17	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Total		26379.18	
August payments																																												
SSE Electric	Street lighting 1.6.25-30.6.25	27.73																																										
EE	Mobile phone	26.17																																										
Connections Bus Project	Youth work sessions June-July 25	2072.00																																										
Greenscape Energy Ltd	Solar PV system, final	19129.68																																										
Caligo Ltd	Information boards materials	3738.05																																										
Unity Trust Bank	Service charge	8.10																																										
Salaries	Salaries	1070.42																																										
Expenses	Expenses	15.00																																										
HMRC	PAYE/NI	138.86																																										
NEST	Pension	150.17																																										
Multipay Charge Card																																												
Lloyds Bank	Monthly charge card fee	3.00																																										
Total		26379.18																																										

Oakington & Westwick Parish Council confirmed eligibility and adopted the General Power of Competence on 14 January 2019, reconfirmed on 9 May 2022. All decisions are taken using that power unless otherwise stated.

2530

108.4	September payments		
	SSE Electric	Street lighting 1.7.25-31.7.25	28.62
	EE	Mobile phone	26.17
	Brookfield Contracting	Grass cutting July 25	378.00
	Replay Maintenance Ltd	3G drag brush 17/22	180.00
	BusinessWatch	CCTV camera fault, reposition, clean	268.80
	Unity Trust Bank	Service charge	8.10
	Salaries	Salaries	1208.59
	Expenses	Expenses	15.00
	HMRC	PAYE/NI	221.05
	NEST	Pension	176.66
	Multipay Charge Card		
	Lloyds Bank	Monthly charge card fee	3.00
	StinkyInk	Printer toner	14.48
	Total		2532.43
	<u>Approval</u> proposed by Cllr Bailey. Seconded by Cllr Pinter. RESOLVED unanimously.		
	<u>To report on any income received</u>		
	HMRC	VAT reclaim	3756.19
	South Cambs DC	NZV Solar PV grant (final)	9767.40
	Co-op Funeral Services	Memorial inscription	90.00
	Resident	Ashes grave space	120.00
	Camb & Counties Bank	Reward saver interest	1775.68
	Santander	Balance of Reward Saver account	216.18
	Total		15725.45
25/109	ADMINISTRATIONS MATTERS		
109.1	<u>To note Assertion 10 requirements for 25-26 AGAR</u>		
	Clerk's report circulated prior to the meeting. Assertion 10 requirements noted.		
109.2	<u>To consider instructing website host to undertake website accessibility MOT and update accessibility statement to reflect WCAG 2.2 AA</u>		
	Proposed by Cllr Pinter that the quote of £145 from the website host to undertake a website accessibility MOT and update accessibility statement should be approved. Seconded by Cllr Grove. RESOLVED unanimously.		
109.3	<u>To adopt Information Technology policy</u>		
	Proposed by Cllr Bailey that the draft Information Technology policy should be approved. Seconded by Cllr Pinter. RESOLVED unanimously.		
109.4	<u>To review Data & Documentation Retention policy</u>		
	Proposed by Cllr Grove that the draft Data & Documentation Retention policy should be approved. Seconded by Cllr Pinter. RESOLVED unanimously.		
25/110	DATE OF NEXT MEETING		
	Parish Council - Monday 13 October 2025, 7.30pm		
	Planning meetings – Monday 22 September, 7.30pm (If required)		
	The meeting was declared closed at 8.50pm		