

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

<b>Agenda No:</b>	<b>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.</b>	<b>Action</b>
25/98	<b>APOLOGIES FOR ABSENCE</b>  Cllr S Moore (personal), Dist Cllr N Warren-Green	
25/99	<b>DECLARATIONS OF INTEREST</b>  None declared.	
25/100	<b>PUBLIC OPEN SESSION</b>  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 <sup>th</sup> and 13 <sup>th</sup> September. The Chair stated that the PC had only just been notified of the proposal and public consultation which has a deadline of 22 <sup>nd</sup> 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 <sup>th</sup> September to discuss a possible long-term maintenance scheme. Cnty Cllr Navarro is due to attend.	
25/101	<b>TO APPROVE MINUTES OF THE MEETING HELD 14 JULY 2025</b>  Approval proposed by Cllr Grove. Seconded by Cllr Bailey. RESOLVED unanimously. Minutes were signed by the Chair.	
25/102	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 28 JULY 2025</b>  Approval proposed by Cllr Bailey. Seconded by Cllr Grove. RESOLVED unanimously. Minutes were signed by the Chair.	
25/103	<b>TO RECEIVE REPORTS</b>  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.	

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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 <sup>th</sup> July. <u>Oakington to Girton 30mph scheme</u> – project manager had advised that the road will be closed 17 <sup>th</sup> to 28 <sup>th</sup> 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 <sup>th</sup> 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 <sup>nd</sup> 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	<b>PLANNING MATTERS</b>	
104.1	<u>Applications requiring a decision</u> <u>25/03084/HFUL-Staithesyde, 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	<b>HIGHWAYS MATTERS</b>	
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.	

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105.4	<p><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 18<sup>th</sup> 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></p>	Clerk																																							
25/106	<b>RECREATION GROUND/OPEN SPACES MATTERS</b>																																								
106.1	<p><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></p>	Clerk/ Cllr Bailey																																							
25/107	<b>PAVILION MATTERS</b>																																								
107.1	<p><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.</p>																																								
25/108	<b>FINANCE MATTERS</b>																																								
108.1	<p><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.</p>																																								
108.2	<p><u>To note Clerk's Local Government Services pay award effective 1 April 2025</u>  Pay award of 3.2% noted.</p>																																								
108.3	<p><u>To approve payment of outstanding accounts due</u>  August payments</p> <table> <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"><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>26379.18</td></tr> </table>	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	<b>Multipay Charge Card</b>			Lloyds Bank	Monthly charge card fee	3.00	Total		26379.18	
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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
	<b>Multipay Charge Card</b>		
	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	<b>ADMINISTRATIONS MATTERS</b>		
109.1	<u>To note Assertion 10 requirements for 25-26 AGAR</u>		
109.2	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>		
109.3	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>		
109.4	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 &amp; Documentation Retention policy</u>		
109.4	Proposed by Cllr Grove that the draft Data & Documentation Retention policy should be approved. Seconded by Cllr Pinter. RESOLVED unanimously.		
25/110	<b>DATE OF NEXT MEETING</b>		
	Parish Council - Monday 13 October 2025, 7.30pm		
	Planning meetings – Monday 22 September, 7.30pm (If required)		
	<b>The meeting was declared closed at 8.50pm</b>		

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