

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 13 October 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 N Warren-Green Two members of the public.	Action
25/111	APOLOGIES FOR ABSENCE Cllr S Moore (personal), Dist Cllr T Bygott.	
25/112	DECLARATIONS OF INTEREST None declared.	
25/113	CO-OPTION TO PARISH COUNCIL One application had been received for the four vacancies. Proposed by Cllr Pinter that Linda Wellard should be co-opted to the Parish Council. Seconded by Cllr Grove. RESOLVED unanimously. Ms Wellard signed the Declaration of Acceptance of Office.	
25/114	CAMBRIDGE 25 Project team outlined plans for a new employment park on land off A1307 which includes a 24/7 accessible 'nature park' with balancing ponds for surface water run-off. They had been made aware of Oakington flooding issues and had been engaging with the Environment Agency about reducing the impact on Oakington Brook. Andrew Dennis (Flood Mitigation Group) commented that he had asked the developers to model the attenuation lake with a 1 in 200-year return period (plus an allowance for climate change) rather than the 1 in 100-year (plus climate change) standard which they have used up to now. The team also responded to questions on wildlife impact, traffic volumes, traffic management, height of buildings and landscaping (tree management). They advised that the outline planning application would be submitted next month.	
25/115	PUBLIC OPEN SESSION No comments or questions.	
25/116	TO APPROVE MINUTES OF THE MEETING HELD 8 SEPTEMBER 2025 Approval proposed by Cllr Grove. Seconded by Cllr Pinter. RESOLVED unanimously. Minutes were signed by the Chair.	
25/117	TO RECEIVE REPORTS	
117.1	<u>County Councillor's report</u> Report circulated prior to the meeting. Cllr Navarro outlined the HSE requirements for Busway fencing. There are no specific details for the Oakington stretch yet. Cllr Bailey commented that the unopened link from the SARW (Northstowe Avenue) to the busway at Oakington is not a formal crossing point, but it must not be fenced off as it includes a cycleway. <i>Cllr Navarro left the meeting at 8.15pm.</i>	
117.2	<u>District Councillors reports</u>	

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117.3	Reports circulated prior to the meeting. Cllr Warren-Green commented that Longstanton are experiencing serious issues with ASB. She had taken note of recent graffiti incidents at Oakington Rec and urged people to report ASB to the Police. <u>Parish Councillors reports</u> Cllr Bailey had met with Homes England representatives to discuss issues already raised by email; Longstanton Road drainage, Northstowe Avenue roundabout vandalism, dead trees, rubbish and unlocked gates. Homes England denied responsibility for most of the issues. But did confirm an additional CCTV camera would be placed on the roundabout and there was some discussion about securing the roundabout. Chair had helped the Clerk remove graffiti from play equipment and take down the Stocks Green notice board which had been damaged during recent high winds. David Reeves had kindly offered to repair the board. Cllr Grove had reviewed the Emergency Plan. Noted the volunteer contacts need to be updated.	
117.4	<u>Flood Mitigation Group – Report on Beck Brook site meeting, 3 October</u> Andrew Dennis had attended a site meeting with EA officers, SCDC Drainage manager, CCC Flood team officer and Dist Cllr Warren-Green to discuss lack of maintenance downstream from Westwick Bridge. It is thought that the reach (Public Drain No 1) is an awarded watercourse and therefore the responsibility of the EA to maintain following their works in the 1980s (when they inherited the award from the District Council). There was still no decision on this matter, and efforts are to continue to get a formal response from the EA. The EA officers had confirmed that they would carry out an annual walk-through on this reach and trim annual grass and weed growth as well as remove any branches in the brook which are considered to be obstructing water flows. Large obstructions would be removed after agreement with the riparian owners.	
117.5	<u>Clerk's report</u> <u>Rec tree, near brook</u> – branches had come down in strong winds, blocking perimeter path. Brookfield had removed them and will quote to take the tree down as the trunk had split and it is past its best. <u>OWN Tea & Jazz</u> – event had been cancelled due to adverse weather. Portaloo company had refunded fee paid for by community grant. OWN to hold payment as they are planning to rearrange the event for next spring. <u>Play area maintenance works</u> – completed on 3 October. <u>Pavilion external lighting</u> – Clerk had accepted a quote for £80 to repair two lights.	
25/118	PLANNING MATTERS	
118.1	<u>Applications requiring a decision</u> None received.	
118.2	<u>Applications to note only</u> <u>25/0980/TTCA – 7 Mill Road</u> – Oak tree crown reduction and removal of self-sown Walnut. <u>25/1105/TTCA – 18 High Street</u> – Leylandii reduction and Cherry crown reduction	
118.3	<u>Applications decisions received</u> <u>25/00346/HFUL – Staithesyde, The Drift</u> – extensions. <u>Approved.</u>	
25/119	RECREATION GROUND/OPEN SPACES MATTERS	
119.1	<u>To consider estimate for contracted 'Open Spaces' project works</u> Cllr Bailey and EAG reps had met with a contractor on site last month. He indicated he was keen to do the work detailed in the specification, but his quote had not been received. Cllr Bailey had phoned him today and he promised to	

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119.2	submit his quote to the Clerk in the next few days. The Clerk had already been authorised to consider accepting the quote in consultation with Cllr Bailey. <u>To consider EAG report on Stocks Green improvements</u> EAG suggested that a low-maintenance hedging such as Yew, Cotoneaster or Pyracantha could be installed alongside the fence. Clerk reported that the Baptist Chapel members are still awaiting a Highways officer to visit to discuss the access to the proposed rear car park. Resident of 10 High Street had suggested planting a large shrub at the end of the grass area to deter delivery vehicles from driving across it. After some discussion, it was agreed to defer the decision about Stocks Green improvements until the outcome of the car park planning application is known.																																																							
119.3	<u>To consider instructing contractor to repaint all car park lines and disabled symbols</u> The Clerk was instructed to obtain quotes to repaint all lines and symbols, as well as three disabled bay signs.																																																							
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120.1	<u>To consider instructing painter & decorator to stain external woodwork next spring</u> Clerk reported that all the external woodwork was last stained in 2012 and windows and doors again in 2019. Proposed by Cllr Bailey that Gecko Decorating quote of £2,350 to stain all woodwork (windows, doors, fascia and soffit boards) should be accepted. Seconded by Cllr Pinter. RESOLVED unanimously. Noted this work is to be done next spring as it is too late in the season now.																																																							
25/121	FINANCE MATTERS																																																							
121.1	<u>To approve payment of outstanding accounts due</u> <table> <tr> <td>SSE Electric</td><td>Street lighting</td><td></td></tr> <tr> <td>EE</td><td>Mobile phone 11.9.25-10.10.25</td><td>26.17</td></tr> <tr> <td>Clear Insurance</td><td>Renewal 3-year LTA</td><td>2494.00</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G drag brush 18/22</td><td>180.00</td></tr> <tr> <td>AS Sports Systems Ltd</td><td>3G pitch final invoice</td><td>1273.69</td></tr> <tr> <td>PKF Littlejohn LLP</td><td>External audit 2024-25</td><td>504.00</td></tr> <tr> <td>Brookfield Contracting</td><td>Grass cutting September</td><td>570.00</td></tr> <tr> <td>BusinessWatch</td><td>Replacement CCTV camera</td><td>576.00</td></tr> <tr> <td>D Reeves</td><td>Refund notice board materials</td><td>53.08</td></tr> <tr> <td>Unity Trust Bank</td><td>Service charge & cheque deposit fee</td><td>7.80</td></tr> <tr> <td>Salaries</td><td>Salaries</td><td>1297.46</td></tr> <tr> <td>Expenses</td><td>Expenses</td><td>15.00</td></tr> <tr> <td>HMRC</td><td>PAYE/NI</td><td>280.76</td></tr> <tr> <td>NEST</td><td>Pension</td><td>193.73</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>Boston Bulbs Ltd</td><td>Bulbs for verge planting</td><td>95.99</td></tr> <tr> <td>Total</td><td></td><td>7570.68</td></tr> </table> <u>Approval</u> proposed by Cllr Pinter. Seconded by Cllr Grove. RESOLVED unanimously.		SSE Electric	Street lighting		EE	Mobile phone 11.9.25-10.10.25	26.17	Clear Insurance	Renewal 3-year LTA	2494.00	Replay Maintenance Ltd	3G drag brush 18/22	180.00	AS Sports Systems Ltd	3G pitch final invoice	1273.69	PKF Littlejohn LLP	External audit 2024-25	504.00	Brookfield Contracting	Grass cutting September	570.00	BusinessWatch	Replacement CCTV camera	576.00	D Reeves	Refund notice board materials	53.08	Unity Trust Bank	Service charge & cheque deposit fee	7.80	Salaries	Salaries	1297.46	Expenses	Expenses	15.00	HMRC	PAYE/NI	280.76	NEST	Pension	193.73	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Boston Bulbs Ltd	Bulbs for verge planting	95.99	Total		7570.68
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121.3	<u>To note conclusion of 2024-25 audit</u> External auditor had issued certificate, with no matters of concern raised. Conclusion of audit notice had been posted on website and notice boards																																																							
121.4	<u>To note bank reconciliation and budget position as at 30 September 2025</u>																																																							

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121.5	Noted. Clerk reported that the budget is currently on track six months into the financial year. To consider refunding <u>EAG member the cost of replacement plants container</u> EAG member had kindly replaced a damaged crossroads container. Proposed by Cllr Grove that the container cost of <u>£44</u> should be refunded to the EAG member. Seconded by Cllr Bailey. RESOLVED unanimously.	
25/122	DATE OF NEXT MEETING Parish Council - Monday 10 November 2025, 7.30pm Planning meeting – Monday 27 October 2025, 7.30pm (If required)	
	The meeting was declared closed at 9.10pm	

UNAPPROVED