

**Minutes of the Meeting of Oakington & Westwick Parish Council held at  
Oakington Sports Pavilion, Queens Way Oakington  
Monday 9 February 2026 at 7.30pm**

<b>Agenda No:</b>		<b>Action</b>
	Present: Cllrs T Starling (Chair) S Moore (Vice-Chair), J Grove, J Bailey, R Pinter, L Wellard, D O'Donovan. Clerk: L Lawrence. In attendance: Cnty Cllr L Navarro, Dist Cllr N Warren-Green, Dist Cllr T Bygott. Three members of the public.	
26/13	<b>APOLOGIES FOR ABSENCE</b>  None. All councillors present.	
26/14	<b>DECLARATIONS OF INTEREST</b>  Cllr Bailey declared a personal interest regarding item 26/21.1 as his wife is Chair of the Pavilion Management Committee.	
26/15	<b>CO-OPTION TO PARISH COUNCIL</b>  Two applications had been received for the two vacancies. Cllr Moore proposed that May Wheeler should be co-opted to the Parish Council. Seconded by Cllr Grove. RESOLVED unanimously. Cllr Grove proposed that Thomas Westcott should be co-opted to the Parish Council. Seconded by Cllr Moore. RESOLVED unanimously. Both signed their Declaration of Acceptance of Office.	
26/16	<b>PUBLIC OPEN SESSION</b>  A member of the public presented a letter to Parish Council members and County Councillor regarding speed humps in the new 30-mph zone between Oakington and Girton. He stated that he had measured the humps and believed they were not compliant. County Councillor Navarro confirmed that he would forward the letter to CCC officers and ask that they investigate the query regarding dimensions.	
26/17	<b>TO APPROVE MINUTES OF THE MEETING HELD 12 JANUARY 2026</b>  Approval proposed by Cllr Moore. Seconded by Cllr Grove. RESOLVED unanimously. Minutes were signed by the Chair.	
26/18	<b>TO APPROVE MINUTES OF THE PLANNING MEETING HELD 26 JANUARY 2026</b>  Approval proposed by Cllr Grove. Seconded by Cllr Moore. RESOLVED unanimously.	
26/19	<b>TO RECEIVE REPORTS</b>	
19.1	<u>County Councillor's report</u> Cllr Navarro confirmed he would continue to chase the missing right hand bend sign in Oakington Road, Girton. He had arranged for the quarterly meetings with our local highways officers to resume; dates to be confirmed. He responded to questions regarding pothole repairs.	
19.2	<u>District Councillors reports</u>	

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19.3	<p>Dist Cllr Warren-Green highlighted the Development Corporation for Greater Cambridge consultation. Deadline 1<sup>st</sup> April. Implications will be discussed at full council on 10<sup>th</sup> February.</p> <p>Dist Cllr Bygott commented on lack of accountability if decisions on larger planning applications are made by central government.</p> <p><u>Parish Councillors reports</u></p> <p>Cllr Moore and Cllr Pinter had attended the Community Association AGM, which included a debate on fire works event and possible autumn event.</p> <p>Cllr Moore had also attended the Cambridge Growth Company (Development Corporation) presentation for local councils at SCDC.</p> <p>Cllr Moore reported that the artwork is almost complete for four of the information boards and that an update on the physical structures was expected the following week.</p> <p>Cllr Grove reported that she was attend OWN meeting on 11<sup>th</sup> February.</p> <p>Longstanton &amp; District Heritage Society meeting had been cancelled.</p> <p>Cllr O'Donovan reported that Mansell Wood bridge had been repaired by CCC and LED streetlights were gradually being installed throughout the village.</p>	
19.4	<p><u>Clerk's report</u></p> <p>Clerk reported on EE mobile contract renegotiation, OWN Tesco shopping trip for residents, Mansell Wood bridge repairs, Covid-19 commemorative tree, Parish Council elections on 7<sup>th</sup> May and Annual Parish Meeting on 30<sup>th</sup> March which will include a presentation by Anglian Water on Cambridge to Rede pipeline.</p>	
19.5	<p><u>Community Orchards year-end report</u></p> <p>Report had been circulated prior to the meeting. Noted that the volunteer team had reduced to just three members.</p>	
26/20	<b>PLANNING MATTERS</b>	
20.1	<p><u>Applications requiring a decision</u></p> <p>None received.</p>	
20.2	<p><u>Applications to note only</u></p> <p>None.</p>	
20.3	<p><u>Applications decisions received</u></p> <p>None.</p>	
26/21	<b>PAVILION MATTERS</b>	
21.1	<p><u>To discuss future management of the Pavilion and consider next steps</u></p> <p>Cllr Moore had attended the January Pavilion Committee meeting. He explained that significantly increased costs and increased local competition had resulted in a financial shortfall over recent years. Difficulties in recruiting new committee volunteers were also noted. The current Chair, who has been in post since the Pavilion opened in 2008, has formally confirmed that she will stand down at the AGM in September. The caretaker/bookings officer is also expected to retire later this year. After discussion, Cllr Moore proposed that a working group be established to consider future management options. Seconded by the Chair. RESOLVED unanimously. Cllr Westcott offered to speak with the Pavilion Committee Chair and report back at the March PC meeting.</p>	Cllr Westcott March agenda
26/22	<b>HIGHWAYS MATTERS</b>	
22.1	<p><u>To consider allocating specific roads to councillors to check for potholes and report online</u></p> <p>Cllr Moore suggested that the more people report potholes, the greater the likelihood of repair. Cllr Bailey reported that a CCC officer periodically visits the village regularly and marks up any potholes that meet the criteria with yellow paint. After discussion, it was agreed to encourage residents to report potholes</p>	,

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	by posting the link to the online fault reporting system on OakyFolk and PC website, rather than allocating specific roads to councillors.																																																													
26/23	<b>RECREATION GROUND/OPEN SPACES MATTERS</b>																																																													
23.1	<p><u>To consider actions from annual play area inspection report</u> Cllr Bailey and Clerk had met on site to review the annual report and draw up a list of actions. The 'basketball' area moderate risk item had already been addressed.</p> <p>Clerk had circulated notes and highlighted items that require a contractor. She was instructed to obtain quotes The Chair agreed to inspect the wetpour surround to assess whether gaps could be filled with sand. <i>Cllrs Warren-Green, Bygott and Navarro left the meeting at 8.48pm.</i></p>	Clerk Chair																																																												
26/24	<b>FINANCE MATTERS</b>																																																													
24.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting, December 25</td> <td>37.99</td> </tr> <tr> <td>EE</td> <td>Mobile phone 11.1.26 – 10.2.26</td> <td>26.17</td> </tr> <tr> <td>Safety Signs4Less</td> <td>Accessible parking bay signs</td> <td>76.68</td> </tr> <tr> <td>Replay Maintenance Ltd</td> <td>3G drag brush visit 21/22</td> <td>180.00</td> </tr> <tr> <td>Replay Maintenance Ltd</td> <td>3G Revive visit 2/3</td> <td>360.00</td> </tr> <tr> <td>Starboard Systems Ltd</td> <td>Scribe Accounts 2026</td> <td>580.61</td> </tr> <tr> <td>Marks Electrical Ltd</td> <td>Toilets lighting sensor fault</td> <td>96.00</td> </tr> <tr> <td>Play Inspection Company</td> <td>Annual play area inspection</td> <td>113.94</td> </tr> <tr> <td>Brookfield Contracting Ltd</td> <td>Pavilion path reinstatement</td> <td>3288.00</td> </tr> <tr> <td>Vision ICT</td> <td>New councillor email address</td> <td>30.00</td> </tr> <tr> <td>Vision ICT</td> <td>Website hosting, SSL certificate</td> <td>522.07</td> </tr> <tr> <td>Vision ICT</td> <td>.gov.uk domain registration</td> <td>78.00</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Service charge</td> <td>7.65</td> </tr> <tr> <td>Salaries</td> <td>Salaries</td> <td>1162.90</td> </tr> <tr> <td>Expenses</td> <td>Expenses</td> <td>15.00</td> </tr> <tr> <td>HMRC</td> <td>PAYE/NI</td> <td>196.55</td> </tr> <tr> <td>NEST</td> <td>Pension</td> <td>167.91</td> </tr> <tr> <td>Multipay Charge Card</td> <td></td> <td></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>6942.47</td> </tr> </table> <p><u>Approval</u> proposed by Cllr Moore. Seconded by Cllr Pinter. RESOLVED unanimously.</p>	SSE Electric	Street lighting, December 25	37.99	EE	Mobile phone 11.1.26 – 10.2.26	26.17	Safety Signs4Less	Accessible parking bay signs	76.68	Replay Maintenance Ltd	3G drag brush visit 21/22	180.00	Replay Maintenance Ltd	3G Revive visit 2/3	360.00	Starboard Systems Ltd	Scribe Accounts 2026	580.61	Marks Electrical Ltd	Toilets lighting sensor fault	96.00	Play Inspection Company	Annual play area inspection	113.94	Brookfield Contracting Ltd	Pavilion path reinstatement	3288.00	Vision ICT	New councillor email address	30.00	Vision ICT	Website hosting, SSL certificate	522.07	Vision ICT	.gov.uk domain registration	78.00	Unity Trust Bank	Service charge	7.65	Salaries	Salaries	1162.90	Expenses	Expenses	15.00	HMRC	PAYE/NI	196.55	NEST	Pension	167.91	Multipay Charge Card			Lloyds Bank	Monthly charge card fee	3.00	Total		6942.47	
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24.2	<u>To report on any income received</u>																																																													
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24.3	<p><u>To consider purchasing a new laptop for Clerk</u> Clerk reported that the current laptop was purchased in 2018 and was now very slow and had poor battery performance Proposed by Cllr Moore that the Clerk should be authorised to purchase a replacement laptop with a maximum budget of £650. Seconded by Cllr Wheeler. RESOLVED unanimously.</p>	Clerk																																																												
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	Parish Council - Monday 9 March 2026, 7.30pm Planning meeting – Monday 23 February 2026, 7.30pm (If required)																																																													
	<b>The meeting was declared closed at 8.55pm.</b>																																																													

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