

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 13 April 2026 at 7.30pm**

Agenda No:		Action
	<p>Present: Cllrs T Starling (Chair), S Moore, J Grove, J Bailey, L Wellard, D O'Donovan, M Wheeler, T Westcott In attendance: Cnty Cllr L Navarro, Dist Cllr N Warren-Green, Dist Cllr T Bygott. One member of the public – public open session only. Apologies: L Lawrence (Clerk) <i>Note: In the Clerk's absence, Google Gemini AI was used for transcription. No objections were raised.</i> Absent: Cllr R Pinter.</p>	
26/38	<p>APOLOGIES FOR ABSENCE</p> <p>Laura Lawrence (Clerk) had sent apologies due to illness. The council wished her a speedy recovery</p>	
26/39	<p>DECLARATIONS OF INTEREST</p> <p>None declared.</p>	
26/40	<p>PUBLIC OPEN SESSION</p> <p>Andy (member of public) addressed the meeting regarding the speed pillows and working party. The council is awaiting a report from Highways based on their surveys. The item is tentatively on the May agenda. It was noted that a Freedom of Information request had been made for the Highways report prior to the meeting. The final report is not yet available; the evidence pack gathered for Phase 1 has been received and circulated to members by email.</p>	
26/41	<p>TO APPROVE MINUTES OF THE MEETING HELD 9 MARCH 2026</p> <p>RESOLVED that the minutes of the above meeting be accepted as a correct record and signed by the Chair.</p>	
26/42	<p>TO RECEIVE REPORTS</p> <p>41.1 <u>County Councillor's report</u> Cnty Cllr Navarro reported on the following: Police force merger: The county council has resolved to oppose any proposals to merge the local police force into a regional or national entity. Local Government Reorganisation (LGR): The government has chosen to split districts, resulting in proposed unitary authorities below the 500,000 population target. This means the Cambridge plan could result in three unitary authorities rather than two. Cnty Cllr Navarro's written report had been sent to members that morning.</p> <p>41.2 <u>District Councillors' reports</u> Dist Cllr Warren-Green reported on the following: East West Rail: EWR is not planned for this area, but members were advised to monitor developments, particularly given work near the Bletchley area. Consultation runs until June. Action for Happiness: April's theme is being fit, healthy, and engaged in active travel, in line with council policies.</p>	

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41.3	<p>Zero Carbon Community Scheme: The maximum funding cap has been increased. No application was submitted this month due to the pre-election period coinciding with the inquiry period.</p> <p>Dist Cllr Bygott had no specific update given the proximity of elections. Written district council reports had been circulated in advance and were noted as read.</p> <p><u>Parish Councillors reports</u></p> <p>Cllr Moore reported on the Environment Action Group (EAG) meeting, which had discussed the CAM 25 proposal. The EAG does not object and has provided written support. The proposal is seen as beneficial for the village, including the potential for a children’s pump track / moon bike area, a multi-use park, a lake, and a cycle path.</p> <p>Cllr Wheeler reported on two matters from her parish councillor role:</p> <p>(a) Anglian Water Thriving Communities Fund: Cllr Wheeler drew attention to a fund offering grants of £5,000–£100,000 for projects incorporating flood mitigation, educational benefit, and biodiversity. She asked whether the council might wish to put forward a proposal. This was noted for consideration at the May meeting.</p> <p>(b) Pavilion working group: The working group had not yet convened since the last meeting, as some members were unavailable.</p> <p>Cllr Grove reported on several matters arising from meetings she had attended:</p> <p>OWN meeting / A14: Cllr Grove attended the A14 meeting. Luke Worthington provided assurance that Oakington would not be flooded. The Newlands / Boxworth development looks likely to proceed. OWN clashed with this, so she was unable to attend.</p> <p>A14 group and Ian Solomon MP meeting: A meeting with Ian Solomon took place and covered a great deal of ground. The A14 group has asked the Parish Council to share its consultation responses with them. A further meeting of the group is planned for June; it was agreed the council should stand united.</p> <p>Great Collaboration / climate emergency: A briefing on a national climate emergency video was attended (briefing on the preceding Tuesday; a subsequent preview was missed owing to a medical appointment). It was agreed to attend the SOW meeting on Wednesday to gauge interest in viewing the video, and to contact Andrew Maliphant with an update.</p> <p><u>Clerk’s report</u></p> <p>Circulated prior to the meeting. Councillors confirmed it had been read.</p>	
26/43	<p>PLANNING MATTERS</p> <p>43.1 <u>Applications requiring a decision</u></p> <p>25/02539/FUL – Land at Wilson’s Road, Longstanton</p> <p>Installation and operation of a solar farm and battery energy storage system (BESS) together with all associated infrastructure, works and equipment, including landscape and ecological enhancement and access for a temporary period of 35 years.</p> <p>Cllr Grove noted the land is a former WWII dispersal point, historically used to park aircraft after missions. This means it is likely to be significantly contaminated with aviation fuel, ordnance residue, and other materials, making conventional agricultural use impractical.</p> <p>Cllr Westcott considered the proposal less objectionable than a warehouse on the same land.</p> <p>Visual impact: Cllr Bailey and Cllr Wellard raised concern about visual impact for walkers and cyclists passing the site. Mature trees or substantial hedging (rather than low bushes) should be planted along the sightlines. It was noted that developers had previously indicated reinforcement planting would be carried out.</p>	

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<p>43.2</p> <p>43.3</p>	<p>Cllr Grove asked whether any community funding benefit had been agreed. It was confirmed that no formal arrangement exists; this had been a misunderstanding at the time of the earlier presentation. The site is not within the parish boundary; the council therefore has no formal standing to comment on the application. RESOLVED: no formal comment to be submitted.</p> <p><u>Applications to note only</u> None.</p> <p><u>Applications decisions received</u> None.</p>	
	<p><u>A14 development — update</u> Cnty Cllr Navarro reported on the A14 meeting, which he had attended. Key points raised: Warehousing categories: Different categories of warehousing were discussed. K4 is the large type (approximately 21 metres high); K2 and K3 are significantly smaller. Current demand in East England appears to be for K2 and K3, which would be considerably less intrusive for the area. Parish boundary: Discussion was had about whether the development falls within the Parish Council boundary. It was noted the boundary has changed and the relevant area is now approximately equally split between Oakington and Longstanton. Cllr Bailey confirmed the red line of the planning application includes the boundary area around Slate Farm, following the line of the cycle path / former Roman Road / A14 carriageway. Section 106 funding: Cllr Grove raised concern that if the development falls outside or barely within the PC boundary, the council's entitlement to Section 106 funding could be at risk. This needs to be taken up with the relevant group. RESOLVED: Cllr Moore to write to the A14 group to follow up on the A14 / Slate Farm boundary question and the council's Section 106 entitlement.</p>	
	<p><u>Housing developments — for information</u> Cllr Wellard asked about the status of the three planned housing developments. Cllr Moore confirmed they have not yet gone through planning. Based on what the MP has stated, at least one development will definitely proceed and a second may also do so. Cllr Westcott noted that once a development is included in the local plan it becomes effectively approved, and if all three are in the local plan all three are likely to be built. No decision required.</p>	
<p>26/44</p> <p>44.1</p> <p>44.2</p>	<p>RECREATION GROUND/OPEN SPACES MATTERS</p> <p><u>To consider setting a maximum budget for Rec seatings areas ongoing maintenance</u> Cllr Starling introduced the item. Cllr Moore asked for clarification on the gardener arrangement. Cllr Bailey confirmed a gardener has been employed on a temporary basis: seating areas have been weeded, dead material cleared, and a watering schedule is in place. A budget of approximately £4,000 per year was discussed. The current quote appears high; more quotes should be obtained. The job description / schedule of tasks is available. RESOLVED: no decision taken; item to return to the May meeting with further quotes obtained.</p> <p><u>To approve quote for annual play area inspection</u> Cllr Bailey presented the quote for the annual play area inspection: a repeat order totalling £178 from an approved inspection body. Three alternative companies were contacted and all quoted approximately four times the amount. RESOLVED: quote of £178 approved.</p>	<p>,</p>

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	<p><u>Defibrillators — arising during meeting</u> Cllr Wheeler, having recently completed first aid training, raised the topic of village defibrillators. The only 24/7 accessible unit is currently at the pavilion; other units are not always accessible, representing a 6–7 minute round trip from some areas of the village. Each additional minute without defibrillator access reduces survival probability by approximately 10%. The pub was suggested as a possible additional location. Cllr Starling agreed to add this to the May agenda, including discussion of funding options. RESOLVED: defibrillator placement and funding to be added to the May meeting agenda.</p>	May agenda																																																															
26/45	FINANCE MATTERS																																																																
45.1	<p><u>To approve payment of outstanding accounts due</u></p> <table border="0"> <tr> <td>SSE Electric</td> <td>Street lighting, Feb 26</td> <td>30.32</td> </tr> <tr> <td>EE</td> <td>Mobile phone 11.3.26 – 10.4.26</td> <td>7.72</td> </tr> <tr> <td>Vision ICT</td> <td>2 new councillor email addresses</td> <td>55.99</td> </tr> <tr> <td>BusinessWatch</td> <td>Dynamic DNS Service</td> <td>36.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Height barrier repair</td> <td>1536.00</td> </tr> <tr> <td>Brookfield Contracting</td> <td>Grass cutting March 26</td> <td>1134.00</td> </tr> <tr> <td>O&W Sports Pavilion</td> <td>Caretaker site duties 25-26</td> <td>539.00</td> </tr> <tr> <td>CAPALC</td> <td>Affiliation fee 26-27</td> <td>576.51</td> </tr> <tr> <td>ICCM</td> <td>Membership 26-27</td> <td>100.00</td> </tr> <tr> <td>Currys Business</td> <td>Laptop (pro forma)</td> <td>699.00</td> </tr> <tr> <td>Connections Bus Project</td> <td>Youth work sessions Feb-March 26</td> <td>1480.00</td> </tr> <tr> <td>CPS Building Services Ltd</td> <td>Pavilion boiler fault</td> <td>216.60</td> </tr> <tr> <td>Replay Maintenance Ltd</td> <td>3G drag brush 2 & 3/15</td> <td>360.00</td> </tr> <tr> <td>Unity Trust Bank</td> <td>Service charge</td> <td>8.95</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></td> <td>Total</td> <td>8335.45</td> </tr> </table> <p>RESOLVED: To approve all payments</p>	SSE Electric	Street lighting, Feb 26	30.32	EE	Mobile phone 11.3.26 – 10.4.26	7.72	Vision ICT	2 new councillor email addresses	55.99	BusinessWatch	Dynamic DNS Service	36.00	Brookfield Contracting	Height barrier repair	1536.00	Brookfield Contracting	Grass cutting March 26	1134.00	O&W Sports Pavilion	Caretaker site duties 25-26	539.00	CAPALC	Affiliation fee 26-27	576.51	ICCM	Membership 26-27	100.00	Currys Business	Laptop (pro forma)	699.00	Connections Bus Project	Youth work sessions Feb-March 26	1480.00	CPS Building Services Ltd	Pavilion boiler fault	216.60	Replay Maintenance Ltd	3G drag brush 2 & 3/15	360.00	Unity Trust Bank	Service charge	8.95	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	8335.45	
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	<p><u>Northstowe flood attenuation funds — arising during meeting</u> Cllr Wheeler reported (prompted by a recent conversation with Geoffrey Butlin) that over £300,000 has been set aside by the previous district council for flood attenuation linked to Phase 3 of the Northstowe development, which has not yet commenced. The funding remains available with no time limit, though it is not inflation-weighted. ACTION: Cllr Moore to reinvigorate pursuit of the Northstowe Phase 3 flood attenuation funds.</p>	SM																																																															
	<p><u>Anglian Water Thriving Communities Fund — arising from Cllr Wheeler’s report</u> Further discussion of the fund (see 42.3 above). Grants of £5,000–£100,000 are available for projects incorporating flood mitigation, educational benefit, and biodiversity. Members noted this could be worth exploring. ACTION: council to consider whether to submit a proposal; item for May meeting.</p>	MW																																																															

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	<p><u>Pavilion management — arising during meeting</u> Cllr Westcott reported having spoken with Tony (the pavilion caretaker and manager) about bookings, property management, and revenue. The council should look to generate more revenue from the building. A succession plan for the caretaker's retirement needs to be in place by August. ACTION: Cllr Westcott to circulate thoughts on pavilion plans (revenue and caretaker retirement) to members by email ahead of the May meeting, when the item will be placed on the agenda.</p>	MW
	<p><u>Village history archives — arising during meeting</u> Cllr Moore updated the meeting on the village history archives, held by Nick Harrison. After a long process, Nick Harrison has agreed to hand all materials — understood to include books, photographs, and other items — to the Parish Council for storage in the council room at the pavilion. It was agreed that Cllr Moore would collect the archives on Thursday evening; Cllr Starling offered to assist. The volume and format of material is not yet known. Members noted the importance of safe storage in the event of fire and the potential need for digitisation. A decision on permanent storage arrangements will be made once the material has been assessed</p>	SM
	<p><u>Archaeology / Longstanton & District Heritage Society — arising during meeting</u> Cllr Grove noted that the Longstanton & District Heritage Society meeting has been postponed to 11 May. He raised the question of the ownership status of the parish council's archaeology collection in relation to the heritage centre, which is now opening. Previous correspondence had suggested the archaeology does not belong to the Parish Council, but this requires re-confirmation. Cllr Grove agreed to follow up on ownership of the collection. Cllr Westcott suggested thinking about safe storage in the event of fire. Cllr Wheeler asked whether the collection had been digitised. The group agreed the first step is to establish what the collection consists of. Cllr Grove also raised the location of the enclosure register. Cllr Moore confirmed that once retrieved, a decision on storage can be made. ACTION: Cllr Moore to verify ownership of the archaeology/heritage collection and to locate the enclosure register for placement in the fire safe.</p>	JG SM
	<p><u>Forthcoming elections and council roles — arising during meeting</u> Cllr Starling reminded members that at the May Annual Meeting roles will be allocated as usual. Cllr Starling is stepping down as Chair but will remain a Parish Councillor. Cllr Moore is likewise stepping down as Vice Chair but will remain a Parish Councillor. Members are encouraged to consider which roles they would be willing to take on; if no volunteers come forward, members may find themselves elected to a post on the night. Cllr Moore noted that he and Cllr Bailey may be unable to attend the May meeting. Cllr Wheeler asked whether members could attend remotely. It was confirmed that under current rules only the Clerk may attend a meeting remotely. ACTION: Cllr Starling to circulate the list of Parish Council jobs and responsibilities prior to the May Annual Meeting.</p>	TS
26/46	<p>DATE OF NEXT MEETING</p> <p>Parish Council: Monday 11 May 2026 (Annual Meeting) 7.30pm Planning meeting (if required): Monday 24 April 2026, 7.30pm</p>	
	<p>The meeting was declared closed at 8.18pm</p>	

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Signed (Chair): _____ Date: _____

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