

**Minutes of the Annual Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 11 May 2026 at 7.30pm**

Agenda No:		Action
	Present: Cllrs T Starling, J Grove, L Wellard, D O'Donovan, M Wheeler, T Westcott. Clerk: L Lawrence. In attendance: R Pinter. One other member of the public.	
26/47	TO ELECT A CHAIR RESOLVED to elect Cllr Westcott as Chair. Cllr Westcott signed Declaration of Acceptance of Office of Chair.	
26/48	TO RECEIVE MEMBERS DECLARATIONS OF ACCEPTANCE OF OFFICE Members signed declarations at the meeting.	
26/49	CO-OPTION TO PARISH COUNCIL Applications had been received from R Pinter and J Bailey. RESOLVED to co-opt both. Cllr Pinter signed Declaration of Acceptance of Office. Cllr Bailey had sent his apologies.	
26/50	TO ELECT A VICE-CHAIR RESOLVED to elect Cllr Moore as Vice-chair.	
26/51	APOLOGIES FOR ABSENCE Cllr S Moore (personal). Dist Cllr N Warren-Green, Dist Cllr S Hansraj	
26/52	DECLARATIONS OF INTEREST None declared.	
26/53	PUBLIC OPEN SESSION No questions/comments from member of the public.	
26/54	TO APPROVE MINUTES OF THE PREVIOUS MEETING HELD 13 APRIL 2026 Item 41.3 was amended from 'Luke Wothington' to 'Waddington'. RESOLVED that the minutes of the meeting held on 13 April 2026, as amended, be approved as a correct record and signed by the Chair.	
26/55	GENERAL POWER OF COMPETENCE RESOLVED that, having met the conditions of eligibility as defined in the Localism Act 2011 and SI 965 The Parish Councils (General Power of Competence) (Prescribed Conditions) Order 2012, the Council adopts the General Power of Competence from 11 May 2026 until the next relevant Annual Meeting of the Council. It was noted that eligibility will require reconfirmation at the next relevant Annual Meeting in May 2030.	
26/56	TO RECEIVE REPORTS	
56.1	<u>County Councillor's report</u> Report circulated prior the meeting.	

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<p>56.2</p> <p>56.3</p> <p>56.4</p>	<p>Cllr Navarro advised that he would shortly commence regular surgeries within the village.</p> <p>He further advised that he had submitted a motion to Full Council requesting that the Cambridgeshire and Peterborough Combined Authority consider commissioning a strategic freight study to assess the cumulative and long-term impacts of freight-intensive development across the Combined Authority area.</p> <p><u>District Councillors report</u></p> <p>No reports this month.</p> <p><u>Parish Councillors reports (verbal)</u></p> <p>Cllr Starling had repaired the <u>Pavilion</u> external tap.</p> <p>Cllr Grove had attended <u>SOW and Longstanton & District Heritage Society</u>. She will research responsibility for the Station Road <u>pillbox</u> with a view to seeking its designation as a Heritage Asset.</p> <p>It was noted that Quinton Carroll, Senior County Archaeological Officer, would contact Duncan Sayer of the University of Central Lancashire regarding responsibility for the remains from the Recreation Ground archaeological excavations.</p> <p>Cllr Wheeler reported that the pub landlord and brewery were supportive of the installation of a <u>defibrillator</u> on the exterior wall of the premises; however, their preference was for the unit to be secured in a locked cabinet to reduce the risk of tampering. Noted that the defibrillator at the Pavilion is not locked and has not experienced issues with tampering. Cllr Wheeler agreed to discuss this further with the landlord and brewery representatives. The matter will be included on the June agenda.</p> <p>Cllr Wheeler had also investigated suitable proposal for the <u>Anglian Water Thriving Communities fund</u>. Noted the Cambridge Road bridge is a pinch point for the village in terms of flow rate and is susceptible to blockage. This was dredged in November 2014 where 10 tonnes of silt was removed by a vacuum tanker. This silt has built up again and should be dredged again to mitigate flood risk. Cambridge County Council Highways took responsibility for this (and paid for this) previously. Cllr Navarro advised he would follow up on this. The Thriving Communities fund would not be appropriate if responsibility still lies with the County Council.</p> <p><u>Flood attenuation Homes England</u> – noted it should be clarified at what stage in the Northstowe development that the flood attenuation pond is scheduled to be delivered. If we are already at this stage or close to it, members felt it appropriate to renew discussions with Homes England. Cllr Navarro advised he will follow up.</p> <p>Cllr Wellard asked for an update the <u>speed humps</u> issue. Cllr O'Donovan stated that Girton Parish Council had set up the working group, so we were waiting for them to initiate the next steps. It was also noted that a post-installation Road Safety Assessment report from Highways was also awaited.</p> <p>Cllr Westcott reported that discussions had taken place with those involved in the management of the <u>Pavilion</u>. A formal proposal regarding future management arrangements will be presented to the July meeting.</p> <p><u>Clerk's report</u></p> <p>Report circulated prior to the meeting. Clerk reported that the Rec barrier had now been repaired.</p>	
<p>26/57</p>	<p>TO ELECT MEMBERS OF THE PERSONNEL COMMITTEE AND REVIEW ITS TERMS OF REFERENCE</p> <p>RESOLVED that Cllrs Starling, Pinter, Moore, Grove and Wellard be appointed to the Personnel Committee for 2026–27. Terms of reference were reviewed and approved without amendment. Clerk to call a Personnel Committee meeting</p>	

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	at which a Chair will be elected and arrangements made for the Clerk's annual appraisal.	
26/58	TO APPOINT MEMBER REPRESENTATIVES ON OTHER PARISH GROUPS RESOLVED that the following member representatives be approved: Environment Action Group (EAG)/Flood Mitigation Group (FMG) – Cllr Moore Oakington & Westwick Neighbours (OWN) – Cllr Grove Pavilion Management Committee – Cllrs Westcott and Wheeler Community Association – Cllr Starling	
26/59	TO APPOINT MEMBERS WITH SPECIFIC AREAS OF RESPONSIBILITY RESOLVED that the following member responsibilities be approved: Northstowe planning and Homes England quarterly meetings – Cllr Moore Recreation Ground/Cemetery/play area – Cllr Bailey Trees – Cllrs Grove Youth provision – Cllr Pinter Martyrs Graves – Cllr Grove	
26/60	PLANNING MATTERS	
60.1	<u>Applications requiring a decision</u> <u>26/00888/FUL - Land Adjacent to 10 Coles Lane</u> Demolition of existing barn and construction of 1 self-build/custom build dwelling. RESOLVED to make no objections or comments. <u>26/01682/FUL – Land adjacent to 10 Coles Lane</u> Erection of 1 chalet style dwelling. RESOLVED to make no objections or comments. <u>26/01437/HFUL – 24 Orchard Way</u> Single storey side/front extension RESOLVED to make no objections or comments. <u>26/01485/HFUL – 8 Coles Lane</u> Single storey rear extension RESOLVED to make no objections or comments.	
60.2	<u>Applications to note only</u> None received.	
60.3	<u>Applications decisions received</u> None received.	
26/61	FINANCE MATTERS	
61.1	<u>To approve payment of outstanding accounts due</u> SSE Electric Street lighting energy March 26 29.33 EE Mobile phone 11.4.26-10.5.26 13.25 T Starling Chair's allowance 2025-26 200.00 Replay Maintenance Ltd 3G drag brush visit 4/15 180.00 Brookfield Contracting Grass cutting, April 26 378.00 CPM Playgrounds Play area maintenance work 576.00 Brightpay SG Ltd Payroll software 100.80 L Lawrence Refund Pavilion tap 74.55 CPS Building Services Ltd Pavilion boiler fault call out 228.60 Unity Trust Bank Plc Service charge 8.50 Unity Trust Bank Plc Service charge 9.55 Salaries Salaries 1162.90 Expenses Expenses 15.00 HMRC PAYE/NI 196.55 NEST Pension 167.91	

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	<p>Multipay Charge Card</p> <p>Lloyds Bank Monthly charge card fee 3.00</p> <p>Total 3343.94</p>	
61.2	<p>RESOLVED to approve all payments.</p> <p><u>To report on any income received</u></p> <p>Football Foundation Final 3G pitch grant 520.00</p> <p>Total 520.00</p>	
61.3	<p><u>To approve Annual Governance & Accountability Return (AGAR) Section 1-</u></p> <p><u>Annual Governance Statement 2025-26</u></p> <p>Each item was considered in turn and agreed as 'Yes'. RESOLVED to approve the AGAR Section1.</p>	
61.4	<p><u>To approve AGAR Section 2 – Accounting Statements 2025-26</u></p> <p>Clerk stated these are produced on a Receipts & Payments basis. RESOLVED to approval the AGAR Section 2.</p>	
61.5	<p><u>To agree dates for the period for the period of Public Rights and publication of Unaudited Annual Governance & Accountability Return</u></p> <p>On the recommendation of the Clerk, it was RESOLVED that the period for the exercise of Public Rights and publication of the unaudited Annual Governance and Accountability Return would run from 3 June to 14 July 2026</p>	
61.6	<p><u>To review insurance and assets register to ensure adequate cover in place.</u></p> <p>Following review of the insurance arrangements and asset register, it was RESOLVED, on the recommendation of the Clerk, that no amendments to the current insurance cover were required.</p>	
61.7	<p><u>To appoint an internal auditor for 2026-27</u></p> <p>RESOLVED that LGS Services should be appointed as internal auditor for 2026-27.</p>	
61.8	<p><u>To review fees charged for 2026-27</u></p> <p>RESOLVED that all fees should remain unchanged.</p>	
61.9	<p><u>To agree level of Chairman's allowance for 2026-27</u></p> <p>RESOLVED that this should remain at £200</p>	
61.10	<p><u>To review and approve Councillors as bank signatories on all bank accounts</u></p> <p>RESOLVED that bank signatories should remain unchanged. (Cllrs Starling, Grove, Moore, Bailey and Pinter)</p>	
61.11	<p><u>To note change of bank current account tariff</u></p> <p>Noted that Unity Trust Bank tariff had been adjusted to T1 from 30 April 2026</p>	
26/62	<p>ADMINISTRATION MATTERS</p>	
62.1	<p><u>To review and approve Standing Orders</u></p> <p>On recommendation of the Clerk, it was RESOLVED approve Standing Orders without amendment</p>	
62.2	<p><u>To review and approve Financial Regulations</u></p> <p>On recommendation of the Clerk, it was RESOLVED to approve Financial Regulations without amendment.</p>	
62.3	<p><u>To review and approve Financial Reserves policy</u></p> <p>RESOLVED to approve the Financial Reserves policy, including earmarked reserves to 31 March 26.</p>	
62.4	<p><u>To review and approve Risk Assessment</u></p> <p>RESOLVED to approve the Risk Assessment without amendment.</p>	
62.5	<p><u>To review and approve Freedom of Information Publication Scheme</u></p> <p>RESOLVED to approve FOI publication scheme without amendment.</p>	
62.6	<p><u>To agree dates for 2027 meetings.</u></p> <p>RESOLVED that meetings of the Parish Council in 2027 be held on the second Monday of each month, with the exception of August.</p> <p>The Annual Parish Meeting will be held on Monday 22 March 2027.</p>	

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	Planning meetings will be held on the fourth Monday of the month where required.	
26/63	<p>FUTURE AGENDA ITEMS</p> <p><u>New defibrillator</u> – proposal for a second defibrillator (Cllr Wheeler – June) <u>Mill Road</u> – proposal to potentially solve flooding issue (Cllr Grove – June) <u>Pavilion management</u> – proposal for changes to running of Pavilion (Cllr Westcott – July)</p>	
26/64	<p>DATE OF NEXT MEETING</p> <p>Parish Council - Monday 8 June 2026, 7.30pm Planning meeting – Tuesday 26 May 2026, 7.30pm (If required)</p>	
	The meeting was declared closed at 8.46pm	

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