

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 14 September 2026 at 7.30pm**

Agenda No:	Present: Cllrs T Westcott (Chair), J Bailey, T Starling, R Pinter, D O'Donovan, L Wellard, M Wheeler. Clerk: not present (L Lawrence – apologies). In attendance: Cnty Cllr L Navarro, Dist Cllrs N Warren-Green and S Hansraj. Four members of the public (Geoffrey Butlin and John Terry (EAG) – retirement village proposal; two residents of Church View – anti-social behaviour). In the Clerk's absence, the Chair announced at the start of the meeting that the meeting would be recorded and transcribed (using AI) to assist with preparation of the minutes, and that the audio recording itself would not be made available. No objections were raised.	Action
26/92	APOLOGIES FOR ABSENCE Cllr S Moore (personal), Cllr J Grove (personal) Apologies approved (proposed Cllr O'Donovan, seconded Cllr Wheeler). Clerk L Lawrence	
26/93	DECLARATIONS OF INTEREST None declared. No requests for dispensations	
26/94	PUBLIC OPEN SESSION Geoffrey Butlin updated the Council on plans for a retirement village within the parish, on which he had been working for around eight years, with no progress over the last three. Three years ago it had been proposed to Homes England that the Intergenerational Fund be combined with the retirement village. With County Councillor Navarro's help a meeting with Homes England had taken place in June; Homes England had said there was 'nothing not to like' and asked for further information. The land in question (a farm of c.15 acres plus an adjoining field of c.35 acres, c.50 acres in total) was shown to the meeting; the landowner has declared no other plans for it and is open to a proposal. A charity is being formed with founding trustees drawn from the community. A meeting with a developer/promoter (the company behind the Strawberry Fields retirement village at Stapleford) is planned this week. A notice will be placed in the next Journal and the charity intends to consult the community widely. The vision includes a community centre with pool and gym open to the whole village, a strong intergenerational element (including low-cost units for single people), and ecological opportunities across the site, and would resolve the long-standing Intergenerational Fund issue. Mr Butlin confirmed he was aware of the Cambridge 25 proposals. Timescale is uncertain – likely a few years rather than tens of years. The Chair thanked Mr Butlin. Councillors were supportive of the initiative. The Chair reminded him that any request for Parish Council support should be made in writing to the Clerk so that it can be placed on an agenda for decision and reminded councillors that they should not express a view on a future planning application at this stage (pre-determination). Residents of Church View raised concern about revving vehicles / anti-social behaviour heard across the village (suspected to be on the unopened section of	

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	the guided busway towards Northstowe), which had been worse over the school summer holidays. They also raised the fire risk given the very dry summer and difficulty of emergency service access. The Chair responded that the Parish Council has no direct powers; the matter has been raised before and the advice is that incidents must be reported to the police by as many people as possible. Cllr Wheeler reported on the recent 'Coffee with a Cop' event: the police are aware of the mopeds/vehicles, have made some arrests, are very short of resource (six neighbourhood officers for 120+ villages) and do not have capacity to review camera footage; reporting is essential. Dist Cllr Warren-Green added that incidents should also be reported via the SCDC portal (details in her District report); more reports make it more likely to become a priority area; CCTV installed on the roundabout had reduced incidents there; the MP is also now involved. Cnty Cllr Navarro noted the police funding position and the need for more youth provision, including lobbying Homes England on the promised 'meanwhile' space. Agreed that a clear message with both the police and SCDC reporting addresses should go out to residents via Oaky Folk (Facebook) and the Journal. Cllr Pinter noted that youth provision is at the top of the Parish Council's agenda and that the Connections Bus project is the largest item in the PC's budget.	
26/95	TO APPROVE MINUTES OF THE MEETING HELD 13 JULY 2026 RESOLVED that the minutes of the meeting held 13 July 2026 be approved as a correct record and signed by the Chair (proposed Cllr Pinter, seconded Cllr Westcott).	
26/96	TO APPROVE MINUTES OF THE PLANNING MEETING HELD 17 AUGUST 2026 RESOLVED that the minutes of the Planning meeting held 17 August 2026 be approved as a correct record and signed by the Chair (proposed Cllr Bailey, seconded Cllr Wellard).	
26/97	TO RECEIVE REPORTS Written report circulated before the meeting and uploaded to website. 97.1 <u>County Councillor's report</u> Cllr Navarro updated on the following: The government has suspended Local Government Reorganisation (now under review, with no timescale), which is disappointing after years of work and planning. In the meantime the County will look to accelerate some local projects in the period before the next county election. District elections continue as normal – SCDC this year. Not in the written report: the County Council has submitted comments/objections on the Cambridge 25 application in respect of flooding and highways. 97.2 <u>District Councillors' reports</u> Cllr Warren-Green updated on the following: LGR – understood to be delayed by probably a year; the SCDC Leader has been summoned to meet the Minister tomorrow, following pressure from MPs about wasted money and time. Services continue as normal. Her report was heavily weighted to ASB, which had been covered under the public session. High Street grants – the report contains a long list of available grants. Cllr Hansraj has particular expertise on grants and can be contacted with questions. 97.3 <u>Parish Councillors' reports</u> Cllr Pinter reminded councillors that the Journal deadline is tomorrow (15 September, 6.00pm). Cllr Westcott has updated the Parish Council entry.	

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97.4	Cllr O'Donovan proposed forming a working party to remove graffiti from the play area equipment and will liaise with Cllr Moore, who has experience of this and a suitable solvent. Volunteers welcome. Cllr Bailey reported a significant water leak in a field on the edge of the village (a large volume of water, possibly from the high-pressure main; the field is partly under water and still flowing). Cambridge Water has begun archaeological investigations for the new water supply pipeline through the village; archaeology has been found in a field off Dry Drayton Road, which is likely to require a full dig. Cllr Wheeler has been working with the Clerk and Julie on updating the contacts in the Emergency Plan; more work is needed and support will be sought from the flood mitigation group. She has also attended a webinar on flood planning and is preparing the BHF grant application for the defibrillator. <u>Anti-Social Behaviour report</u> Report/letter circulated. Contents largely covered under the public session. Noted.	
97.5	<u>Clerk's report</u> Report circulated prior to the meeting. Noted.	
26/98	PLANNING MATTERS	
98.1	<u>Applications requiring a decision</u> 26/03229/HFUL – 6 Coles Lane. Proposed partial demolition of existing linked outbuilding and erection of a replacement linked structure with new gym, sauna and outdoor kitchen along with associated works. No objection – response: No comments.	
98.2	<u>Applications to note only</u> 26/03358/CL2PD – Certificate of lawfulness for the Oakington to Cottenham multi-user route link off the St Ives Greenway. Noted. Cllr Bailey asked about the speed humps in Westwick associated with the scheme; the Clerk had advised that these were not due to start until next year, and they are not referred to in this application. 26/0945/TTCA – 3 Vicarage Close. Various tree works. Noted, no comments.	
98.3	<u>Applications decisions received</u> None received.	
98.4	<u>To consider response to final Greater Cambridge Local Plan consultation</u> The final draft response had been circulated. RESOLVED to approve the response for submission (proposed Cllr Pinter, seconded Cllr Bailey).	
26/99.1	RECREATION GROUND/OPEN SPACES MATTERS	
99.1	<u>To consider application from Community Association to hold bonfire event on the Rec on 7 November, with 8 November as contingency date</u> RESOLVED to approve the application, subject to a satisfactory risk assessment being received by the Parish Council by Wednesday 7 October 2026 (three working days before the October meeting) (proposed Cllr Pinter, seconded Cllr Wellard). <u>Bonfire event – associated matters</u> (a) Grounds contractor to clear the bonfire bund area – quote £300. Cllr Bailey questioned whether the Parish Council had historically cleared or paid for this. Cllr Pinter recalled that the PC had cleared it in one of the last two years and that the area is now very overgrown with fast-growing saplings close to the brook, so needs clearing for the bonfire material to be accessible. Following a show of hands it was RESOLVED to pay <u>£300</u> for the grounds contractor to clear the bonfire bund area (proposed Cllr Pinter, seconded Cllr Wheeler). (b) RESOLVED to permit use of the bowser for the event (proposed Cllr Wheeler, seconded Cllr Wellard).	

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99.2	(c) Raffle – agreed that organising a raffle is not a matter for the Parish Council; to be referred back to the Community Association. <u>To retrospectively approve quote for zip wire maintenance work</u> Urgent repair work had been carried out and the invoice paid in August. RESOLVED to retrospectively approve the cost of <u>£1,092.50 +VAT</u> (proposed Cllr Pinter, seconded Cllr O'Donovan).													
99.3	<u>To note quote for seating areas ongoing gardening work (approved under Clerk's delegated authority)</u> Noted – five 4-hour sessions (20 hours).													
99.4	<u>To consider quote to reinstate bench near village shop</u> Brookfields quote <u>£200</u> , excluding staining/painting. The bench needs to be re-set in concrete. RESOLVED to approve the quote (proposed Cllr Pinter, seconded Cllr Bailey). Councillors will sand and paint the bench themselves (paint and sander available from the playground bench work).													
99.5	<u>To consider asking Homes England to replace Mill Road orchard boundary fence</u> Email of 8 September including comments from the lead volunteer was noted; the agreement requires all features to be kept in good repair. RESOLVED to ask Homes England to replace/fund the fence (proposed Cllr Wheeler, seconded Cllr Bailey).													
26/100	PAVILION MATTERS													
100.1	<u>To consider quote for 3G lighting maintenance</u> Quote of <u>£995 +VAT</u> for an annual service (contractor on site for one day, no lux level test) to maintain the warranty on the LED fittings. No service had been carried out in 2025 as the contractor had not made the Clerk aware it was a requirement. Councillors considered the cost disproportionate for an inspection (the lights cost £7,200 +VAT when installed in May 2024) and noted that if a light failed the repair may well cost less than the annual service. On a show of hands it was unanimously RESOLVED not to accept the quote (proposed Cllr Wellard, seconded Cllr Pinter).													
100.2	<u>To consider approving Pavilion caretaker and bookings administrator job descriptions and salary bands</u> RESOLVED to approve the job descriptions and salary bands as circulated (proposed Cllr Wheeler, seconded Cllr Wellard). The vacancies to be advertised after the meeting on the Parish Council Facebook page and Oaky Folk, and in the Journal, with the application deadline and interview dates as set out in the Clerk's email.													
26/101	COMMUNITY MATTERS													
101.1	<u>To consider supporting ice cream van trader's street trading licence application</u> Noted that SCDC has changed its process and any trader must now obtain consent from each parish they wish to trade in; the licence is not exclusive. The applicant (the trader already visiting the village) proposes trading times of 12 noon–7pm, Monday to Sunday, although not intending to attend every day. RESOLVED to support the application (proposed Cllr Bailey, seconded Cllr Wheeler).													
26/102	FINANCE MATTERS													
102.1	<u>To approve payment of outstanding accounts due August & September</u> <table> <tr> <td>SSE Electric</td><td>Street lighting 1.6.26-30.6.26</td><td>18.57</td></tr> <tr> <td>EE Mobile</td><td>Mobile phone</td><td>13.60</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G Revive visit</td><td>373.68</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G Drag brush visit</td><td>186.84</td></tr> </table>	SSE Electric	Street lighting 1.6.26-30.6.26	18.57	EE Mobile	Mobile phone	13.60	Replay Maintenance Ltd	3G Revive visit	373.68	Replay Maintenance Ltd	3G Drag brush visit	186.84	
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	Brookfield Contracting	Grass cutting June & July 26	1326.00	
	Gecko Decorating	Pavilion external woodwork	2350.00	
	Fenland Leisure Ltd	Zip wire trolley replacement	1311.00	
	EE Mobile	Mobile phone	13.60	
	SSE Electric	Street lighting 1.7.26-31.7.26	20.43	
	Replay Maintenance	2 x 3G drag brush visits	366.84	
	PKF Littlejohn LLP	External audit 25-26	504.00	
	Clear Councils	Insurance Renewal	2574.15	
	Connections Bus Project	Youth work June-July 26	2177.00	
	Salaries	Salaries (Aug)	1168.50	
	Salaries	Salaries (Sep)	1168.50	
	Expenses	Expenses (Aug)	15.00	
	Expenses	Expenses (Sep)	15.00	
	HMRC	PAYE/NI (Aug)	190.95	
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	NEST	Pension (Aug)	167.91	
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	<u>Multipay Charge Card</u>			
	Amazon	2 x graffiti remove sprays	39.98	
	Lloyds Bank	Monthly charge card fee x 2	6.00	
	Total		14366.41	
	RESOLVED to approve all payments (proposed Cllr Bailey, seconded Cllr Wellard).			
	Cllr Starling reported that the Pavilion solar panels/batteries had stopped exporting for a period around two weeks ago, doubling that month's electricity bill; he had reset the inverter/batteries and they are now working. Agreed that the reset procedure and app credentials should be held by at least two councillors as well as the Clerk (and in due course the caretaker). Cllr Starling to email the reset procedure to all councillors.			
102.2	<u>To report on any income received</u>			
	Cambridge & Counties Bank	Reward Saver Interest	1500.55	
102.3	HMRC	VAT reclaim 1.4.26-30.6.26	1630.15	
	<u>To approve salary award 2026-27 (National scale)</u>			
	RESOLVED to approve the 2026-27 national salary award (proposed Cllr Pinter, seconded Cllr Wellard).			
102.4	<u>To note completion of external audit 2025-26</u>			
	Noted that the external audit for 2025-26 has been completed. The External Auditor's report (AGAR Section 3) includes an 'except for' matter relating to Section 2 Box 11, where the changed wording this year ('exclude') had been misread as 'include'. This is of no consequence and was noted by the Council.			
26/103	ITEMS FOR FUTURE AGENDAS			
	Cllr Bailey – water and flooding: no gully cleaning/sweeping has been done; gullies around Water Lane and the crossroads are full, and the crossroads is in Flood Zone 3. To be raised with Highways – need to establish the new Highways contact. Also an update from Cnty Cllr Navarro on de-silting of the bridge on Cambridge Road. Cllr Wheeler – Emergency Plan update.			
26/104	DATE OF NEXT MEETING			
	Parish Council – Monday 12 October 2026, 7.30pm. Planning meeting – Monday 28 September 2026, 7.30pm – if required.			
	The meeting was declared closed at 8.39pm			

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