

**Minutes of the Meeting of Oakington & Westwick Parish Council held at
Oakington Sports Pavilion, Queens Way Oakington
Monday 12 October 2026 at 7.30pm**

Agenda No:	Present: Cllrs S Moore (Vice Chair), J Bailey, J Grove, T Starling, R Pinter, D O'Donovan, L Wellard, M Wheeler. Clerk: L Lawrence In attendance: Cnty Cllr L Navarro, Dist Cllr S Hansraj. Two members of the public. In the absence of Cllr Westcott, Cllr Moore chaired the meeting.	Action
26/105	APOLOGIES FOR ABSENCE Cllr T Westcott (work) Apologies approved. Dist Cllr N Warren-Green.	
26/106	DECLARATIONS OF INTEREST None declared. No requests for dispensations.	
26/107	PUBLIC OPEN SESSION High Street resident raised concern about tree roots causing a trip hazard on the Stocks Green public footpath and the height of the London Plane tree. She showed councillors photos of both. Noted that the footpath is CCC Highways responsibility and the tree is Parish Council. Chair stated that the Parish Council had reported the uneven path to Highways several times but that had been no resolution. The tree roots cannot be severed as it would damage the tree and the path surface would need to be raised significantly to cover them. Noted that the Baptist Chapel will be reinforcing the section opposite their side entrance when the rear car park is constructed, but this won't cover the section where the roots protrude. Cnty Cllr Navarro will follow this issue up with Highways. Chair stated the London Plane tree would be considered at agenda item 112.5.	
26/108	TO APPROVE MINUTES OF MEETING HELD 14 SEPTEMBER 2026 Page 1 item 26/94, line 5 'Parish Council' replaced with 'County Cllr Navarro' RESOLVED that the amended minutes of the meeting held 14 September 2026 be approved as a correct record and signed by the Chair.	
26/109	TO RECEIVE REPORTS Written report circulated before the meeting and uploaded to website.	
109.1	<u>County Councillor's report</u> <u>Cambridge Road bridge desilting</u> – Cllr Navarro reported that contractors had been appointed but they had not yet confirmed a date. He will follow up. <u>Brook section between Cambridge Road and Dry Drayton Road</u> – this is maintained by Environment Agency. Cllr Bailey stated that South Cambs DC is the riparian owner of the section abutting The Broadway bungalows. EA has right of access to clear the brook. He had previously reported that the timber constructed wall has rotted and is disintegrating, providing no support or protection of the bank. No action had been taken to date. Dist Cllr Hansraj will follow up.	
109.2	<u>Public drain 4 (awarded watercourse)</u> Cllr Navarro understood clearance work should have been completed around 5 October. He will follow up. <u>District Councillors' reports</u> <u>Anti-social behaviour</u> - Cllr Hansraj stated that the local Police are not allowed to chase motorcyclists (requires a specially trained officers). Residents urged to keep reporting issues. Cllr Grove reported that motorcyclists move the Heras fencing out of the way at the rear of Church View and ride along the unopened	

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109.3	section of Busway. It was agreed to invite the Police & South Cambs Community Safety Team to the next meeting to discuss anti-social behaviour in the parish. <u>Fly tipping</u> – Cllr Bailey had reported two areas of a large amount of fly tipping; one behind The Granary at Westwick and one off the A1307 along the track by the bridleway to Histon. He had reported them to the Environment Agency over a year ago but no action had been taken. Cllr Hansraj agreed to follow up. <u>Local Government Reorganisation</u> - South Cambs DC has asked the government for compensation due to the costs incurred by their paused implementation. <u>A14 upgrade attenuation ponds</u> – Cllr Bailey reported that fencing around the ponds is not secure and most of the gates are unlocked or have been stolen. All safety buoys have been stolen too. Noted National Highways is responsible for this land. Cllr Navarro will ask CCC Highways to follow up with them. <u>Parish Councillors' reports</u> Cllr Grove had attended the recent Great Collaboration meeting. Cllr O'Donovan had pressure washed off the graffiti at the Rec. He reported there is a slat missing from Mansell Wood bridge. Cllr Navarro will follow this up. Cllr Bailey reported on the following from the Northstowe quarterly meeting – Airfield haul road will no longer be manned as site security had been consolidated. Traffic lights will be activated instead. Trees planted in March had not thrived. More plant is planned for the substation between Water Lane and the Busway. No decision has been made about the Tomato Farm site or the houses which are now covered in ivy. Homes England confirmed that the planned travellers site for 20 pitches will <u>not</u> be located in the Northstowe boundary. Cllr Bailey reported that the central bollards at both ends of at the Wilson's Road bridleway bridge have been ripped out allowing vehicles to travel over it. He will send photos to Cllrs Navarro and Hansraj as requested. Cllr Moore had cleaned graffiti off the play equipment and picnic benches. There is some residual. It was agreed to put a general clean up of the play area on the next agenda.	Clerk
26/110	HIGHWAYS MATTERS	
110.1	<u>To receive Cllr O'Donovan's report on the Cambridge Road/Oakington Road speed cushions meeting of 1 October 2026 and to agree any actions, including the council's involvement in the proposed residents' survey</u> Report had been circulated prior to the meeting. Cllr O'Donovan highlighted the key matters discussed including progress on the post installation report (formal report due at the end of October). From a road safety perspective Highways regard the scheme as a success: speeds are down by approx. 10mph and there have been no recorded accidents since installation. The cushions meet the correct standard, but Highways accept that the road surface around them has changed and they may need some remedial work. Views were divided during the discussion. Some wanted the cushions reduced, moved or removed. A couple of members of the public questioned the data. County Councillors and Highways stressed the safety case and the cost of undoing the engineering already in place.	

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110.2	After a lengthy discussion, it was RESOLVED to contribute to the set of questions to be submitted by Girton Parish Council for Highways to cover in the final report. It was also RESOLVED to engage with the process of the design of suggested residents' survey and make a final decision on being included on its delivery at the appropriate time. <u>To consider reporting concerns re flooding issues at crossroads due to lack of sweeping/gullies clearance</u> RESOLVED to report lack of road sweeping to South Cambs DC and blocked gullies to Highways.	Clerk
26/111	PLANNING MATTERS	
111.1	<u>Applications requiring a decision</u> None received.	
111.2	<u>Applications to note only</u> 26/1109/TTCA – 65 High Street	
111.3	Tree works – reduce Silver birch by 1-1.5 metres and raise crown to 3 metres <u>Applications decisions received</u> None received.	
26/112	RECREATION GROUND/OPEN SPACES MATTERS	
112.1	<u>To note receipt of bonfire event risk assessment</u> RESOLVED to approve risk assessment.	
112.2	<u>To consider request from bonfire organisers to place wood on the bonfire bund area prior to the event day</u> Some concern expressed regarding the increased risk of anti-social behaviour if the wood is brought to the site too early. RESOLVED that the materials may be brought to the bonfire bund three days prior to the event, but the gate must be manned to ensure all materials are flammable.	
112.3	<u>To note recent incidents of graffiti/vandalism and to consider replacing the bench near the shop</u> Rec graffiti had been reported to the Police. It is not clear that the bench was vandalised. Resident kindly removed the remnants from the site. RESOLVED that the Clerk should obtain quotes for a replacement bench.	Clerk
112.4	<u>To consider requesting a free tree from SCDC</u> RESOLVED not to request a tree this year. No obvious planting locations and regular tree watering had proved difficult the last couple of years.	
112.5	<u>To consider obtaining a quote for a professional assessment of Stocks Green London Plane</u> Noted the tree had been professionally inspected in the June 2024 as well as a PiCUS test which confirmed it is structurally sound. The Parish Council had actioned the recommendation at the time to crown lift it 2 metres over the Baptist Chapel. RESOLVED to obtain a quote for another professional inspection.	Clerk
26/113	PAVILION MATTERS	
113.1	<u>To consider the implementation of a web-based booking and scheduling app that will integrate into the PC website and provide an automated method of booking</u> RESOLVED to request a quote for Scribe Bookings and Clerk given delegated authority to accept it.	Clerk
26/114	COMMUNITY MATTERS	
114.1	<u>To consider undertaking a village survey to help shape future priorities</u>	

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114.2	Cllr Wellard had received feedback that the Parish Council could improve its engagement with residents. RESOLVED to arrange a <u>surgery of councillors</u> for a date early next year so that it can be advertised in the next journal edition RESOLVED that Cllr Wellard should bring some ideas to the next meeting on how to go about doing a village survey. <u>To update on Emergency Plan review</u> Cllrs Wheeler, Grove and the Clerk had been working on the contacts information. Cllr Wheeler will contact people to ask if still willing to be included on the plan. Andrew Dennis (Flood Mitigation Group) had kindly agreed to support updating the flood part of the plan.	Cllr Wellard																																										
114.3	<u>To note unsuccessful BHF grant application for a defibrillator at village pub and to receive recommendation on brand of defibrillator and cabinet to be purchased</u> RESOLVED to purchase IPAD SP1 fully automatic defibrillator and unlocked DefibSafe 2 external cabinet package at cost of £1647.99 including VAT.	Cllr Wheeler																																										
26/115	FINANCE MATTERS	Clerk																																										
115.1	<u>To approve payment of outstanding accounts due</u> <table> <tr> <td>SSE Electric</td><td>Street lighting 1.8.26-31.8.26</td><td>23.53</td></tr> <tr> <td>EE Mobile</td><td>Mobile phone</td><td>13.60</td></tr> <tr> <td>Replay Maintenance Ltd</td><td>3G drag brush visit</td><td>186.34</td></tr> <tr> <td>CAPALC</td><td>Planning training</td><td>45.00</td></tr> <tr> <td>Screen & Graphics Ltd</td><td>Information boards artwork</td><td>131.36</td></tr> <tr> <td>Salaries</td><td>Salaries</td><td>1348.92</td></tr> <tr> <td>Expenses</td><td>Expenses</td><td>15.00</td></tr> <tr> <td>HMRC</td><td>PAYE/NI</td><td>303.90</td></tr> <tr> <td>NEST</td><td>Pension</td><td>202.54</td></tr> <tr> <td colspan="3"><u>Multipay Charge Card</u></td></tr> <tr> <td>Cartridge Centre</td><td>2 x laser ink cartridges</td><td>43.98</td></tr> <tr> <td>Boston Bulbs Ltd</td><td>Bulbs for verges</td><td>59.99</td></tr> <tr> <td>Lloyds Bank</td><td>Monthly charge card fee</td><td>3.00</td></tr> <tr> <td></td><td></td><td>2417.16</td></tr> </table>	SSE Electric	Street lighting 1.8.26-31.8.26	23.53	EE Mobile	Mobile phone	13.60	Replay Maintenance Ltd	3G drag brush visit	186.34	CAPALC	Planning training	45.00	Screen & Graphics Ltd	Information boards artwork	131.36	Salaries	Salaries	1348.92	Expenses	Expenses	15.00	HMRC	PAYE/NI	303.90	NEST	Pension	202.54	<u>Multipay Charge Card</u>			Cartridge Centre	2 x laser ink cartridges	43.98	Boston Bulbs Ltd	Bulbs for verges	59.99	Lloyds Bank	Monthly charge card fee	3.00			2417.16	
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115.2	RESOLVED to approve all payments. <u>To report on any income received</u> <table> <tr> <td>Ivett & Reed</td><td>Memorial fee</td><td>140.00</td></tr> <tr> <td>Resident</td><td>Parking bay licence</td><td>25.00</td></tr> <tr> <td>South Cambs DC</td><td>Precept 26/27B</td><td>33136.00</td></tr> </table>	Ivett & Reed	Memorial fee	140.00	Resident	Parking bay licence	25.00	South Cambs DC	Precept 26/27B	33136.00																																		
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115.3	<u>To note bank reconciliation and budget position as at 30 September 2026</u> Clerk highlighted some budget lines that will likely be underspent at year end. Noted.																																											
115.4	<u>To consider quotes for street lighting energy</u> RESOLVED to approve <u>£190 + VAT</u> quote from Suffolk County Council. Noted price may increase slightly in 2026-27. Invoiced annually in errors. Contract to start 1 January 2027.	Clerk																																										
26/116	ITEMS FOR FUTURE AGENDAS																																											
	Village survey, emergency plan update, play area clean up, application for yellow lines at junction of Coles Lane/High Street.																																											
26/117	DATE OF NEXT MEETING																																											
	Parish Council – Monday 9 November 2026, 7.30pm.																																											
	Planning meeting – Monday 26 October 2026, 7.30pm – if required.																																											
	The meeting was declared closed at 9.50pm																																											

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