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

| Agenda No: | | Action |
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| | Present: Cllrs T Westcott (Chair), S Moore, J Bailey, J Grove, T Starling, R Pinter, D O'Donovan, M Wheeler.<br>Clerk: L Lawrence<br>In attendance: Cnty Cllr L Navarro, Dist Cllr N Warren-Green.<br>One member of the public. | |
| 26/118 | **APOLOGIES FOR ABSENCE**<br><br>Cllr Wellard (personal). Dist Cllr S Hanraj. | |
| 26/1119 | **DECLARATIONS OF INTEREST**<br><br>None declared. No requests for dispensations. | |
| 26/120 | **PUBLIC OPEN SESSION**<br><br>A member of the public raised the following;<br>1. He would like to set up a new 'Active Travel' group in the village to look at walking/cycling links and asked the best way to work with the Parish Council on this. Chair suggested he emails details over.<br>2. He expressed concern about the illegal parking near the junction of Coles Lane and High Street during school times which is causing a safety issue. He had previously suggested a Local Highways Initiative application for yellow lines to prevent parking on road corners. Chair noted this is on the agenda at item 126.1. However, it would be important to consult with residents before proceeding with any application. Cnty Cllr Navarro advised he would ask Highways about potential options.<br>3. He expressed concern about the Busway safety works which he felt have actually made safety worse by adding in additional hazards such as narrowing the path width for cyclists and causing visibility issues. He will write to Cllr Navarro detailing his concerns and copy the Parish Council. | |
| 26/121 | **TO APPROVE MINUTES OF MEETING HEL12 OCTOBER 2026**<br><br>RESOLVED that the minutes of the meeting held 12 October 2026 be approved as a correct record and signed by the Chair. | |
| 26/122<br><br>122.1 | **TO RECEIVE REPORTS**<br>Written report circulated before the meeting and uploaded to website.<br><br>County Councillor's report<br>Cambridge Road bridge desilting – contractor's quote had been accepted but date not yet confirmed. Cllr Navarro to continue to press for a start date.<br>Attenuation ponds – A14 balancing ponds are National Highways responsibility. Cllr Hansraj had followed up with them and they had requested photos and what3words locations. Cllr Bailey commented that the ponds are very deep and are easily accessible with either broken gates or no padlocks on them. The lifebuoys have also been stolen, so this is a serious health & safety concern. Dist Cllr Warren-Green suggested that they escalate this to our MP.<br>Water Lane resurfacing – contract had been awarded to resurface from Holme Close to the crossroads. Work is likely to start early in the new year. Date to be confirmed. | |

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| | Mansell Wood bridge – broken slat to be replaced. Cllr Navarro had asked County Farms to look at a more robust solution when budgets permit, as this issue keeps happening.<br>Wilson's Road bridge - missing bollards reported to Highways who are investigating but had confirmed there is no structural damage.<br>District Councillors' reports | |
| 122.2 | Anti-social behaviour – Police Crime Commissioner is willing to speak to local Parish Council reps and had suggested Friday 27 November, pm. Cllr Warren-Green asked the PC to consider sending a representative. SCDC is consulting on a Public Spaces Protection Order for Longstanton Park & Ride.<br>Green space – SOW had asked district councillors to work with them on establishing a green space for nature. Meeting arranged for 18 November, 7.30pm at the Pavilion to discuss this. All parish councillors invited to attend.<br>Waste tipping A14 & Westwick – Cllr Warren-Green stated this is on private land. But if the Parish Council can supply what3words locations, she will ask the fly tipping/enforcement team to follow up.<br>A14 accidents – Cllr Bailey reported there had been two multi-vehicle accidents recently near the junction of M11. This is an extremely dangerous area as there are 40 mph signs which have been in place for months for 'barrier safety works' but are essentially ignored by local users as there is no work taking place, nor any enforcement. Unaware drivers suddenly slow down as soon as they see the signs. Cllr Navarro stated there is no work taking place, the 40mph limit is in place to manage flows. But he would ask Highways to question National Highways about this.<br>Parish Councillors' reports | |
| 122.3 | Cllr Grove had attended Longstanton & District Heritage Society meeting. Discussion included concerns about potential fire risk to Longstanton paddocks near the Northstowe boundary due to climate change instability. Homes England were asked to consider potential fire breaks. She had flagged up similar concerns about Oakington properties on the Northstowe boundary.<br>*Member of the public left the meeting at 8.20pm*<br>Cllr Pinter gave his report on the Connections Bus Project AGM and the decline in CCC youth services provision in recent years, which may have contributed to a rise in anti-social behaviour.<br>Chair thanked Cllr May and the Clerk for their work on Pavilion recruitment.<br>RESOLVED to purchase a gift for outgoing Pavilion Committee chair.<br>Clerk's report | |
| 122.4 | Report had been circulated prior to the meeting. Clerk reported that City Fibre had agreed to replace the verges bulbs that had been destroyed during recent works. | |
| 26/123 | **PLANNING MATTERS** | |
| 123.1 | Applications requiring a decision<br>None received. | |
| 123.2 | Applications to note only<br>None received. | |
| 123.3 | Applications decisions received<br>26/03229/HFUL – 6 Coles Lane<br>Partial demolition of linked outbuilding and erection of replacement linked structure with new gym, sauna and outdoor kitchen. Approved.<br>26/02730/S106A - Homefield Stables, Cambridge Road<br>Modification of S106 agreement (ref S/1162/92/F). Approved. | |
| 26/124 | **PAVILION MATTERS** | |
| 124.1 | To consider quotes for full fibre connectivity to Pavilion | |

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| | RESOLVED to accept Cambridge Fibre quote of £29 +VAT per month year 1, £33 + VAT per month year 2, one month free and free installation. | |
| 124.2 | To consider Pavilion cleaning quote<br>RESOLVED to accept Avocet Cleaning quote of £360 + VAT per month for cleaning services and £40 + VAT per month for window cleaning. | |
| 124.3 | To consider delegating authority to the Clerk to enter into new contracts for Pavilion utilities<br>RESOLVED to give Clerk delegated authority to enter into new contracts from 1 December 2026. | |
| 26/115 | **COMMUNITY MATTERS** | |
| 125.1 | To update on village survey options<br>As Cllr Wellard had sent apologies, this item was deferred to the next meeting. | |
| 125.2 | To update on Emergency Plan review<br>Cllr Wheeler will include a note in the next journal report seeking volunteers to help with door-to-door welfare checks and notifications during an incident as well as local 4x4 vehicle owners. | |
| 26/126 | **HIGHWAYS MATTERS** | |
| 126.1 | To consider a Local Highways Initiative application for yellow lines at the junction of Coles Lane/High Street<br>RESOLVED that before making a decision on proceeding with an LHI application resident feedback would be sought via the journal and village Facebook. | |
| 26/127 | **RECREATION GROUND MATTERS** | |
| 127.1 | To consider arranging a clean-up of the play area<br>RESOLVED to hold clean-up session on Saturday 5 December which will include graffiti and algae removal. | |
| 127.2 | To consider any changes needed to grounds maintenance contract specification<br>2023-2026 specification had been circulated. RESOLVED to make no changes to the specification, apart from add the word 'cemetery' to the section on weed control of paths. RESOLVED to waive Financial Regulation 5.8 which requires three quotes for expenditure over £3,000 due to the good service provided by the existing contractor. | |
| 26/128 | **FINANCE MATTERS** | |
| 128.1 | To approve payment of outstanding accounts due | |

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| SSE Electric | Street lighting 1.9.26-30.9.26 | 26.74 |
| EE Mobile | Mobile phone | 13.60 |
| Replay Maintenance Ltd | 3G drag brush visit | 186.00 |
| Replay Maintenance Ltd | 3G Revive visit | 372.00 |
| Connections Bus Project | 7 visits Sep-Oct | 2177.00 |
| CAPALC | Social Media training | 45.00 |
| Brookfield Contracting | Grass cutting Sept | 948.00 |
| Brookfield Contracting | Bonfire bund clearance | 360.00 |
| Salaries | Salaries | 1197.24 |
| Expenses | Expenses | 15.00 |
| HMRC | PAYE/NI | 208.72 |
| NEST | Pension | 173.40 |
| Multipay Charge Card | | |
| Key Safe Co | Key safe, pavilion | 129.95 |
| Lloyds Bank | Monthly charge card fee | 3.00 |
| Total | | 5862.65 |

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| | RESOLVED to approve all payments. | |
| 128.2 | <u>To report on any income received</u><br>Resident Ashes Plot 120.00 | |
| 128.3 | <u>To review first draft of 2027-28 and to consider any additions/amendments</u><br>Draft budget circulated. Clerk confirmed the figures include extra Pavilion expenditure required. Agreed contribution to journal costs (£500) is no longer required. RESOLVED to approve first draft of the budget with that amendment. Final budget and Precept requirement to be considered at the next meeting. | |
| 128.4 | <u>To consider replacement Longstanton Road bench quotes</u><br>RESOLVED to purchase a metal bench with a total budget set of £2,000 to include fitting. Clerk reported that a NRSWA licensed contractor is required as the bench is on Highways land. | |
| 128.5 | <u>To consider adding hirer's liability cover to existing insurance</u><br>RESOLVED to include hirer's liability cover at a cost of approximately £75. | |
| 26/129 | **ITEMS FOR FUTURE AGENDAS** | |
| 129.1 | Formal letter to Highways regarding Cambridge Road dual cycleway design plans.<br>Formal letter to CCC Highways/South Cambs District Council regarding lack of action on clearing crossroads drains. | |
| 26/130 | RESOLVED that under the Public Bodies (Admission to Meetings) Act 1960, the public and representatives of the press be excluded from the meeting due to the confidential nature of the following business matter to be transacted in relation to staffing | |
| 130.1 | <u>To ratify appointment of Pavilion bookings administrator</u><br>RESOLVED to appoint Moyna Good to the role of bookings administrator. | |
| 130.2 | <u>To ratify appointment of Pavilion caretaker</u><br>RESOLVED to appoint Sri Harsha Yanamaddi to the role of facilities caretaker.<br><br>RESOLVED that, the confidential business having been concluded, the press and public be re-admitted to the meeting. | |
| 26/131 | **DATE OF NEXT MEETING**<br><br>Parish Council – Monday 14 December 2026, 7.30pm.<br>Planning meeting – Monday 23 November 2026 – if required. | |
| | **The meeting was declared closed at 9.30pm** | |

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