OAKINGTON & WESTWICK PARISH COUNCIL

SPECIFICATION FOR OAKINGTON RECREATION GROUND & VILLAGE GREEN GRASS & HEDGE CUTTING 2024-2026

The work is to be charged at a fixed price per cut and therefore a quotation is required for each category, or each operation.

Every invoice must detail the work completed and the date when it was completed

1. Recreation Ground Grass Cutting.

This area includes the ground surrounding the tennis courts.

Cut all grassed areas according to need from March/April through to October, including strimming around the children's play area and the barriers that surround the Recreation Ground. The level of cut should be suitable for ball sports, particularly football.

The grass on the playing area should be maintained at between 25 & 30 mm in the playing season, using good quality cylinder mowers that provide an even and true cut. The grass shall be maintained so that the length never exceeds 60 mm.

Cut back overhanging foliage and encroaching shrubs along the perimeter at the start and end of the growing season (i.e. twice a year) to maximise usable grass area of the Rec.

Do not cut the grass on the bulb planted area until approx 6 weeks after flowering.

NB. The grassed area between the roadway and the houses/bungalows is not Parish Council property and therefore is not part of this specification.

2**. Recreation Ground Weed Control.**

Weed spray all hardstanding areas (including paths and seating areas) on the whole Recreation Ground site four or five times a year, using a selective herbicide designed to combat the weeds present.

Any intrusion from weeds on the grass areas should be dealt with once or twice a year. This activity should take place outside the football playing season. Areas that are bulb planted should not be sprayed.

We request that the contractor should provide a copy of the appropriate operator's certificates showing competence for the spraying operation to be undertaken.

3. Recreation Ground Feed.

Once or more yearly a suitable grass fertiliser should be applied if the condition of the grass so warrants, to keep the turf in good condition and minimise the opportunity for weeds to take root. The activity should take place outside the football playing season.

4. Wildflower Areas

All wildflower areas should be cut after the growing season. Leave arisings for approximately two weeks and then remove.

5. Cemetery Grass Cutting

Cut all of the cemetery throughout the growing season March/April – October.

Strim around all headstones. Tidy larger unkempt graves, particularly where brambles and other intrusive weeds grow. Where possible, strim the surface of the grave.

Regularly remove suckers from all trees that produce them in the area of the graves.

Remove all arisings.

6. Cemetery Hedge Cutting

Cut the cemetery hedge twice a year, outside of the bird-nesting season. All debris from the hedge cutting to be collected and taken away. This is especially important along the permissive path and in the car park.

7. Community Orchard to the rear of Cemetery

Sections on Cemetery side to be cut once a month in full during period growing period. Section nearest the Rec is to be left uncut. £50 per cut.

One winter cut of the Rec side section.

Paths - diagonal, perimeter and inner paths and picnic spots

Paths will be cut with 1.4m front mounted mower, brought to rec at same time as 2.5m mower used for main rec grass.

All orchard paths/picnic areas will be cut at that time, along with tennis courts and cemetery grass and to the same height.

Whole area including areas between paths and trees - long grass

Mower used is a front mounted mower to get under low branches. Radius of 300mm will be left around each trunk to avoid damage. Volunteers to cut/strim that as they wish.

To be cut from 1st September up until 31st December, not necessary to cut beyond this date as very little growth.

Height of cut will be 100mm to protect roots from frost and it will still be short enough in January/February for volunteers to reach trees for pruning.

7. **The Village Green**

Cut the Village Green at the same frequency as the Recreation ground, or when requested by the Clerk. Strim round the sign, bench and walls. Do not cut bulb-planted areas until approx 6 weeks after flowering.

8. Other work

Be prepared to quote for other jobs associated with maintaining a healthy and safe recreation ground and at other locations in the Parish as and when they arise.



Laura Lawrence
Clerk, Oakington and Westwick Parish Council
Date: 9 October 2023

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OAKINGTON & WESTWICK PARISH COUNCIL			
BUDGET 2027-28			
Details	**Budget 2026-27**	**Predicted YE**	**Budget 2027-28**
Income		As at 31 March 27	
Precept	66272.00	66272.00	
Interest	1700.00	1500.00	1400.00
Cemetery	1800.00	1800.00	1800.00
Misc	50.00	225.00	225.00
Pavilion hire	0.00	7500.00	17000.00
3G hire	0.00	3500.00	7000.00
Totals	**69822.00**	**80797.00**	**27425.00**
Expenditure	**2026-27**	**As at 31 March 27**	**2027-28**
Salaries (gross) inc employer NI	17330.00	20000.00	35000.00
Clerks expenses/mileage	50.00	50.00	50.00
Pensions	2380.00	2300.00	2600.00
Grounds Maintenance (Grass/Cemetery)	8000.00	6000.00	8000.00
Grounds Maintenance contingency	5000.00	4000.00	5000.00
Tree works	2000.00	2200.00	2000.00
Orchards	200.00	200.00	200.00
Youth Work	12000.00	12000.00	12500.00
Training	300.00	200.00	300.00
Insurance	2500.00	2650.00	2700.00
Chair's Allowance	200.00	200.00	200.00
Pavilion maintenance, CCTV	2000.00	2000.00	2500.00
Pavilion Utilities, cleaning	0.00	4000.00	12000.00
3G maintenance	3200.00	3200.00	3100.00
Play area inspection (accompanied)	150.00	150.00	150.00
Play Area repairs/maintenance	6000.00	4000.00	5000.00
General Admin	1500.00	1500.00	1500.00
Street Lighting energy	400.00	260.00	250.00
LHI Scheme	0.00	0.00	0.00
Website	1000.00	600.00	1500.00
Contrib to journal costs	500.00	0.00	500.00
Audit	700.00	670.00	700.00
Subscriptions	1200.00	1100.00	1200.00
Community grant fund	1000.00	500.00	1000.00
Accounting software	500.00	1000.00	1000.00
Container replanting	750.00	750.00	750.00
Caretaker duties (site checks)	500.00	540.00	0.00
Information boards (EAG)	0.00	0.00	0.00
Reserves fund for Pavilion & MUGA	2500.00	2500.00	2500.00
Biodiversity projects	0.00	0.00	0.00

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Stocks Green	5000.00	5000.00	0.00
Pavilion sinking fund	5000.00	5000.00	2000.00
Pavilion external woodwork	2350.00	2350.00	0.00
2026 PC Elections	2000.00	135.00	0.00
Pavilion pigeon proofing			
Budget Totals	**86210.00**	**85055.00**	**104200.00**
Bank CF as at 1 April 2026			114835.00
Add projected income 2026-27			80797.00
Less projected exp 2026-27			-85055.00
Projected bank as at 31 March 2027 (excluding VAT recovery)			**110577.00**
Earmarked Reserves End of 26-27	**Earmarked Reserves as at 31 Oct 26**		
Pavilion/MUGA maintenance	5900.00		
Pavilion/MUGA sinking fund	30000.00		
Section 106 - Indoor Provision	175.51		
Stocks Green Renovation	15420.00		
LHI Oakington 20mph contrib from 2022-23	2484.96		
Highways - Westwick 20mph	20000.00		
Highways - Solar speed units - (LHI 24-25)	6000.00		
EAG-Information Boards (£600 23-24, 2K 24-25)	0.00		
Biodiversity Projects	5000.00	Pigeon-proofing solar panels?	
Total Earmarked Reserves	**84980.47**		
Precept Calculation			
Estimated bank as at 31 March 2027	110577.00		
Less Earmarked Reserves	-84980.00		
Less Budget 2027-28	-104200.00		
Add est income 2027-28	27425.00		
Precept requirement (excl general reserves)	-51178.00		
Precept set (incl 15K general reserves)	**66178.00**	66270 - 26-27	
Est general reserves as at 31 March 2028	15000.00		
26-27			
Band D equiv 612.0			
66272/612.0 - approx £108.28 PA			

Oakington & Westwick Parish Council

Payments & Income Schedule – November 2026

Invoices	**Details**	**Net**	**VAT**	**Total**
EE Mobile	Mobile phone	11.33	2.27	13.60
SSE Electric	Street lighting energy 1.9.26-30.9.26	25.47	1.27	26.74
Brookfield Contracting	Grass cutting, September	790.00	158.00	948.00
CAPALC	Use of social media training	45.00		45.00
Replay Maintenance	3G drag brush 1/14	155.00	31.00	186.00
Connections Bus Project	7 visits Sept - Oct	2177.00		2177.00
Salaries	Salaries (net)	1197.24		1197.24
	Home working allowance	15.00		15.00
HMRC	PAYE/NI	208.72		208.72
NEST	Pensions	173.40		173.40
Charge Card				
Lloyds Bank	Monthly charge card fee	3.00		3.00
Key Safe Co	Key safe pavilion	108.29	21.66	129.95
Totals		4909.45	214.20	**5123.65**
Income				
Resident	Ashes plot	120.00		120.00
Total				**120.00**