MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY 9 FEBRUARY 2017

		ACTION BY
	Present Parish Councillors: Cllr Chudleigh, Cllr Harris, Cllr Merrells, Cllr O'Grady, Cllr Tarrant, Cllr Young, with Chair Cllr Dee. Parish Clerk Joanne Depradines-Smith. Four of the public were in attendance.	
	Open Forum The Chairman confirmed that there would also be a separate Open Forum during item 32. A member of the public confirmed that the demolition of number 8 Greenacres had commenced and many complaints were being forwarded to SCDC. Many members of the public asked questions in respect of the new village hall location. The Chairman confirmed that DPC are committed to a landscaped green space on Brewery Field irrespective of the village hall final location.	
	The Meeting commenced at 8.11pm - The Chair welcomed all attendees to the meeting.	
20	**Apologies** – Cllr Heath and Cllr Martin	
21	**Declaration of Interests**: **11 – Allotments -** Cllr Young as an allotment tenant.	
22	**Minutes** The amended agenda and minutes of the Parish Council meeting held on 12 January 2017, circulated to all members, were agreed and signed by the Chairperson.	
23	**Matters Arising** - **4-216-196-178-164b – PAC -Tree sculptor** – **Mrs Mercer** - Cllr Tarrant confirmed that new contact details have arisen for the recommended tree sculptor. - **4-216-196-178-164b – PAC – Art works** – Cllr Chudleigh confirmed that she is awaiting a response from artist Caroline Merrifield. - **4-216-196-179ii** – **Railway Station Path** – the Chairman advised that he and Cllr Topping will be exploring alternative strategies to bring the path to fruition. - **4-206c**- **Youth Club** – Cllr Harris confirmed that the Youth Club Trustees are soon to meet. - **4-217 – Football pitch** – Cllr O'Grady confirmed that DUFC are to source pitch rolling equipment at their own expense. - **4-225b** – **Road Safety** – Cllr Tarrant confirmed that the HGV covenant is to be revisited at a much later date. - **4-228 – Bedell and Martin Charities** – The Clerk confirmed this was a work in progress. - **13a – Village Hall Working Group** – The Chairman confirmed that a local Quantity Surveyor has offered a discounted service for the village hall which is under consideration. - **13b** – **Local Highways Initiative -** Cllr Tarrant confirmed that the LHI presentation went well and results should be available in March 2017.	**Cllr Tarrant** **Cllr Chudleigh/ Cllr Heath** **Cllr Topping** **Cllr Harris** **Cllr Tarrant** **Clerk**
24	**Chair Announcements** - **Maintenance contracts –** The Chairman acknowledged an email from a parishioner in respect of Parish Council transparency. The Clerk will provide all requested documentation. - **Duxford United Football Club –** The Chairman acknowledged an email from DUFC requesting the use of the Recreation Ground on 15th July 2017, for a marathon. This was passed to Cllr O'Grady to investigate.	**Clerk** **Cllr O'Grady**

		ACTION BY
25	**Surgery report –** The Chairman confirmed that five members of the public attended the February surgery. Questions included Greenacres access options validity, and if there was any way to improve the safety of Hunts Road by way of speed restrictions. Cllr Tarrant agreed to review speed decreasing options, including flashing speed signs and hand held cameras.	**Cllr Tarrant**

26 Planning

a. Applications received from SCDC: As presented by Cllr Harris:

APPLICATION REF	LOCATION	APPLICANT	PROPOSAL	DECISION A/R
S/0040/17/TC	Imperial War Museum, Duxford	Imperial War Museum, Duxford	Various tree works: TPO no:20/89/SC C/11/17/099/06	**A**
S/0052/17/FL	32, Moorfield Road, Duxford	Mrs A Abeu	Demolish conservatory and replace with a single storey rear extension	**A**

b. Planning decisions confirmed by South Cambs District Council:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/3015/16/LB	St John's Tythe, 30, Green Street, Duxford	Installation of Wood Burning Stove	**A**
S/2788/16/FL	32 Ickleton Road, Duxford	Appeal re: Demolition of existing detached single storey dwellling and replacement with a new two storey detached dwelling	**R**

c. Planning correspondence - none

27 Finance

a. **Accounts for payment** It was proposed by Cllr Chudleigh, seconded by Cllr Tarrant, and agreed by all that the following accounts be passed for payment:

NAME	INFORMATION	CHEQUE NUMBER	AMOUNT £
Cambridgeshire Acre	2017 Membership – paid 19/01/17 (retrospective payment)	**Bank Transfer**	54.00
CPRE	Annual membership	002199	36.00
T Shearing	The Biggen picture framing – C Merrifield	002200	48.37
F.C. Butler and Sons	Urgent allotment stopcock / tap repairs	**Bank Transfer**	456.00
Roy O'Grady	Playground gate combination lock	**Bank Transfer**	9.99
Buchans Landscapes	Village contracts payment for 2016/17	**Bank Transfer**	7,779.13
J Depradines-Smith	Clerk Duties & Expenses (postage)	**Bank Transfer**	1,133.18
		TOTAL	**£9516.67**

28 District Council Matters – None as Cllr Martin was absent.

At 8.43pm Cllr Topping arrived.

		ACTION BY
29	**County Council Matters** – County Cllr Topping provided the following report: **County wide**: This month sees the County Council budget meeting, which promises to be long and challenging. The County Council is likely to agree to increase its part of the precept by 2% to pay for additional funding for adult social care, which is important as it is a service that is so closely linked with the NHS. The issue then will be what else? Some Councillors will seek to increase the precept further, because the government is cutting back on the money it pays to County Councils. Others will argue that the County can and should make further efficiencies before further putting up the precept. I am putting together a list of infrastructure bids to go into the devolution bidding process this year and improving the traffic conditions on the A505 is one of them. I am discussing with the county, the district and the big bio-tech employers whether better use can be made of their buses that convey people to Wellcome at Hinxton to accommodate residents wanting to travel to shopping hubs such as Sawston. **Closer to home:** I have met with the Highways team at the depot in Whittlesford and we discussed how the Hinxton Ford opening and closing issue now seems to be better managed, with regular and prompt updates provided to the Parish Councils on both sides of the ford, compares with the position a few years back where the ford was closed for weeks on end, with no communication. The flooding issues re the A505 as it runs north of Duxford have been fixed by the County Council. I had less luck than I had hoped on getting a meeting with a rail expert re accessing the platform at Whittlesford from Duxford. I will be able to arrange a meeting in the next two weeks with your chair and someone with some industry knowledge. At the beginning of the financial year would be a good time to put in some requests for minor improvements such as white lines reprinting etc. and also if there are any things that the Council wants to fund itself, but wants the county to carry out, we should discuss that with the depot team. (To be added to the DPC website).	**Cllr Heath**
	I have had a meeting with the Cambridgeshire Police Rural Crime Unit Inspector following a significant increase in hare coursing in the area, and also related rural crime. I am arranging for our PCSO to have some training with the unit and would also encourage the reporting of suspicious activity to the police such as vans and cars parked up in fields, or lights seen in fields at night, using 999. The police are very keen to re-iterate that rural crime is higher on their agenda than perhaps it was some years ago. It will be important to keep close to the Local Liaison Forum being set up for the A1307 even if Duxford is not on it - they are public meetings and observer status is possible. The Babraham cycleway through the Institute opened in early February with a celebratory cycle ride which I took part in.	
30	**Allotment Committee Chairperson report** Cllr Young did not exit the room, as Cllr Chudleigh confirmed that there were no decisions to be made. It was confirmed that all recent works had been achieved, including taps and waste.	

		ACTION BY
31	**FRG&B Committee Chairperson's Report –** Cllr O'Grady reported the following:	
	a. War Memorial lettering and protection– after much discussion, it was decided to leave the patchy black lettering this year, for annual review. It was agreed in principle to ask local companies for donations to install a large stone on the War Memorial Green for protection.	**Clerk**
	b. Bins – It was agreed in principle to ask SCDC for three new dog bins in the village; located on Moorfield Road, Hinxton Road and the Recreation Ground.	**Cllr Heath**
	Bins for purchase on the War Memorial and the Cemetery were postponed until Cllr Heath's return.	**Cllr Heath**
	c. Cemetery fees – small increases in Cemetery fees was agreed upon, commencing 1st April 2017 (grave interment will be £250.00 instead of £240.00, for example).	**Clerk**
	d. Cemetery signage – The Clerk confirmed that a quote for new signage is pending.	**Clerk**
	e. Cemetery – use of weedkiller – this was agreed upon in principle for use sparingly.	
	f. Playground - Duxplay – following the receipt of monies from Duxplay (£757.19), the Chairman officially thanked Duxplay for all of their fundraising efforts, and a picnic bench to match the existing ones will be purchased and installed at the playground, at Duxplay's request. All remaining Duxplay funds will be used towards playground inspections going forward.	**Clerk**
	g. Playground Inspections and works – Cllr O'Grady confirmed that four companies were contacted for quotes, with two responses. It was agreed that PlayMaintain would be asked to perform four quarterly inspections annually (£122.25+VAT each), and RoSPA Playsafety would be asked to perform the annual, legal inspection separately (up to £100 if in April as discounted). The Clerk will cancel the existing contract with RSS.	**Clerk**
	h. Village Sign renovation – The quote from Roy Gill for £260.00 was agreed upon.	**Clerk**
	i. Wildflower area – Creating a wildflower area at the front of the Millennium Garden was agreed upon in principle (approximately £300), but not precepted, so subject to the FRG&B cuts elsewhere, such as hanging baskets.	**Cllr Heath**
	j. Hanging baskets – carried over to the next meeting.	**Cllr Heath/Cllr Chudleigh**
	k. Millennium Wood – the recent coppicing proposal (free) will be passed to the Allotment Committee for consideration.	
	l. Telephone Box – it was agreed to install shelving in the telephone box, with an initial attempt to add some books / media. Costs are materials only with Mr Roy Gill. Cllr Tarrant will create an article for the Chatterbox. To be added to the DPC website.	**Cllr Tarrant / Cllr Heath**
	m. Village Wood / metal paint – it was agreed that the handyman would use Cuprinol wood preservatives in green, and use a matching metalwork paint.	**Clerk**
	n. Ickleton Road bus shelter – a quote for £240.00 from Mr Roy Gill was agreed upon to install a seat akin to the Moorfield Road shelter.	**Clerk**
32	**a. Village Hall Working Group (previously Facilities Development Committee)** – Cllr Harris and Cllr Merrells provided a general report, including learnings from visiting other successful village hall builds, SCDC landscaping experts, fundraising, and information gleaned from Duxford School and Recreation Ground users.	
	b. Recommendation regarding location – including Open Forum – The VHWG explained the various pros and cons of building a village hall on either location, taking into account how green space could be best protected, both now and in the future; costs; centrality, parking, among other considerations. Following an Open Forum, the Parish Council agreed in principle that the Recreation Ground is a stronger proposition at this stage than Brewery Field, and this will be communicated at the Annual Parish Meeting, encouraging parishioner feedback where possible, before any definitive decision.	**VHWG**

		ACTION BY
33	**Working Parties Chairperson's Reports.** **a. Public Art Contribution –** item covered in Matters Arising.	
34	**Parish Clock donation –** Cllr Chudleigh deferred this discussion at the next meeting.	**Cllr Chudleigh**
35	**Memberships** a. **Shelford and Whittlesford Rail Users Group** – it was agreed to pay the room booking fees to host a meeting on 27 September 2017. b. **Hundred Parishes Society visit – September 2017 –** it was agreed to pay the room booking fees to host a meeting on 12 September 2017.	**Clerk** **Clerk**
36	**Annual Parish Meeting 2017** a. The agenda was agree upon b. It was agreed to pay £50 to Duxford Preschool for refreshments.	**Clerk**
37	**Diary and Next Meeting:** • **4th March** – DPC surgery at the Laceys Way Centre 10-12pm • **9th March** - Monthly Parish Council Meeting – 8pm, Duxford School • **20th March** – Duxford Village Annual Parish Meeting – 8pm, Duxford School Hall • **28th March** – Allotments Committee Meeting – 8pm, Duxford School	
38	**Meeting Closure** - The meeting closed at 9.53pm. Signed: Dated:	