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

		ACTION BY
	Present Parish Councillors: Cllr Chudleigh, Cllr Harris, Cllr Heath, Cllr Merrells, Cllr O'Grady, Cllr Tarrant, with Chair Cllr Dee. Parish Clerk Joanne Depradines-Smith. Six members of the public were in attendance.	
	Open Forum Concerns were raised regarding the construction traffic situation in Greenacres; this matter is being investigated by Cllr Harris. The Parish Council received praise for doing a great job, and a request to investigate if brown signs for historic public houses in Duxford was a possibility. The Clerk will ask Cllr Topping.	**Clerk**
	The Meeting commenced at 8.06pm - The Chair welcomed all attendees to the meeting.	
39	**Apologies** – Cllr Martin, Cllr Young and Cllr Topping	
40	**Declaration of Interests**: **45a –** Cllr Tarrant as a neighbour of 9 Temple Close, Duxford.	
41	**Minutes** The agenda and minutes of the Parish Council meeting held on 9 February 2017, circulated to all members, were agreed and signed by the Chairperson.	
42	**Matters Arising** - **23-4-216-196-178-164b – PAC – Art works** – Cllr Chudleigh confirmed that she is awaiting a response from artist Caroline Merrifield. This item is to be postponed until a later date. - **23-4-217 – Football pitch** – Cllr O'Grady confirmed that DUFC's possible summer event is a work in progress. The Clerk will communicate details to all Recreation Ground lease holders. - **23-4-228 – Bedell and Martin Charities** – The Clerk confirmed this was a work in progress. - **31a** – **War Memorial stones** – The Clerk confirmed offers of assistance from both Welch's Transport and Hexcel to purchase / deliver new stones. It was unanimously agreed that the Clerk will approach both companies to arrange for new stones.	**Clerk** **Clerk** **Clerk**
43	**Chair Announcements** a. **Resignation of Cllr Merrells –** The Chairman announced that, due to work commitments, Cllr Merrells has tendered her resignation with effect from 10th March 2017. The Chairman thanked Cllr Merrells for all of her hard work and commitment to the role, and wished her the best of luck with her new endeavours. The Clerk will advertise the three Cllr vacancies. b. **Duxplay bench –** The Chairman confirmed that the new Duxplay picnic bench was now installed, with gratitude to Duxplay for the now finished playground. c. **Hinxton Road congestion** – The Chairman acknowledged a letter from a resident concerned about the construction traffic congestion at the rear of the Hexcel site. It was agreed that this was temporary, and that a footpath is available to pedestrians. The Clerk will respond. d. **Rogue Traders** – The Chairman acknowledged an email from a resident confirming that rogue traders continue to target vulnerable residents in Laceys Way. The Clerk had already informed the local Police, the Laceys Way Sheltered Housing Manager and communicated awareness locally. e. **Developer** – The Chairman acknowledged a letter from Connells citing interest in Brewery Field. This will be passed to the Clerk for records only.	**Clerk** **Clerk**

		ACTION BY
	f. **Parish Council elections 2018** – The Chairman acknowledged a communication from SCDC confirming that all Parish Councils in South Cambridgeshire will have elections at the same time from now onwards, including Duxford, in 2018. g. **Thank you letter** - The Chairman acknowledged a letter of thanks for the Parish Council's involvement to help resolve a heating issue in Laceys Way recently. It was noted that many properties in Laceys Way are now receiving attention, which is much welcomed. h. **Memorial bench** – The Chairman acknowledged a letter from a resident enquiring whether a memorial bench could be purchased to replace an existing one on Grange Road. Cllr Heath agreed to investigate this matter further. i. **Gog Magogs** – The Chairman bought to everyone's attention a document found during recent archiving, acknowledging that DPC purchased "10 Gogs" on the Gog Magog Hills, Stapleford, for common use in November 1989. This will be re-archived for future interest.	**Cllr Heath** **Clerk**
44	**Surgery report –** Cllr Heath confirmed that no members of the public attended the previous surgery, and that overall attendance has been disappointing. It was unanimously decided to change the timings to 10.30am – 11.30am only, from April onwards, and review surgeries again before June. The Clerk will communicate this in the Chatterbox, the website and at the location.	**Clerk**
45	**Planning**	

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

APPLICATION REF	LOCATION	APPLICANT	PROPOSAL	DECISIONA/R
S/0117/17/FL S/0118/17/LB	Building 4, IWM	EE Ltd	Removal and replacement of existing 3.4m high Flagpole Antenna with New 5m Flagpole Antenna in the same position on the roof of the building and associated ancillary equipment mounted on existing freestanding tripod. Four small cabinets proposed at ground level.	**A**
S/0438/17/LB	Building 6, IWM	Mr Stephen Rogers	Extensions and alterations	**A**
S/0437/17/FL	Building 6, IWM	Mr Stephen Rogers, For and on behalf of the Trustees of IWM	Part change of use from museum storage to public research facility. Extension and alterations.	**A**
S/0379/17/TC	4, Bankes Mead, Duxford	Mr Julian Rayner	Applying for removal of one Crabapple tree from lawn in front of 4 Bankes Mead.	**A – Subject to Trees Officer**
S/3024/16/FL	9 Ickleton Road, Duxford	Mr Rob Smith	Erection of a wooden shed	**A- Subject to confirmation of colour and finish**
S/0620/17/TC **(Cllr tarrant took no part in this item)**	9, Temple Close, Duxford	Mr Kevin Black	Tree Works: TPO: 6/71 - C/11/17/024/04	**A – Subject to Trees Officer**
S/0656/17/FL	23, Greenacres, Duxford	Mr David Turner	Extension of existing downstairs toilet room	**A**
S/3396/16/RM	8 Greenacres, Duxford	Philip Wright, CALA Homes	Application for approval of reserved matters (appearance, landscaping, layout and scale) for the development of up to 35 dwellings following outline planning permission S/0276/15/OL	**R - as per pervious objections**

b. Planning decisions confirmed by South Cambs District Council:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/0052/17/FL	32, Moorfield Road, Duxford	Demolish conservatory and replace with a single storey rear extension	**A**

		ACTION BY
	c. Planning correspondence - none	
46	**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 £
F C Butler & Sons	Allotment hedge cutting	**Bank Transfer**	720.00
Mrs E Earle	Allotment trophy engraving	**Bank Transfer**	31.90
Duxford Pre-school	APM Refreshments (to be paid after 20th March 2017)	**Bank Transfer**	50.00
Roy Gill	Recreation Ground graffiti removal materials	**Bank Transfer**	22.00
Roy Gill	Village pump painting (Cemetery / Green)	**Bank Transfer**	140.00
J Depradines-Smith	Clerk Duties & Expenses (postage)	**Bank Transfer**	1157.04
		TOTAL	**£2120.94**

47	**District Council Matters** – None as Cllr Martin was absent.	
48	**County Council Matters** – In Cllr Topping's absence, the Chairman shared the following items: i. **Cycle Path** – time with train engineers has been secured. ii. **Streetlights** – SCDC are in communication with Balfour Beatty presently. iii. **VHWG SCDC planning input** – Cllr Topping is attempting to send expertise. iv. **APM** – in Cllr Martin's absence, Cllr Topping will cover District at the APM.	
49	**Allotment Committee Chairperson report -** Cllr Chudleigh confirmed that a working party to assess all taps and water butts, is to be arranged this month.	**Cllr Chudleigh**
50	**FRG&B Committee Chairperson's Report –** Cllr O'Grady reported the following:	
	a. Bins – It was agreed to purchase two new bins for the Cemetery at a cost of £273 each. Funds are to be taken from reserves.	**Clerk**
	b. Cemetery signage – a design for a new Cemetery gate sign was agreed upon in principle, and an amount of £100 maximum funding was agreed. The Clerk will proceed with a quote if less than this amount.	**Clerk**
	c. Wildflower area – Creating a wildflower area at the Millennium Garden was agreed upon (approximately £300). Funds are to be taken from the FRG&B contingency precept.	**Cllr Heath**
	d. Hanging baskets – It was agreed to have hanging baskets in 2017, as per 2016. The Clerk will contact Mr Butler to make arrangements.	**Clerk**
	e. Telephone Box – The Clerk advised that W&D Scouts have offered to temporarily maintain the interior of the telephone box, i.e. books / media that a community badge be obtained. This was enthusiastically agreed upon. The Clerk will communicate this.	**Clerk**
	f. Recreation Club Licences – it was agreed that as these have not been increased for over a decade, that they should rise from £50 to £55. The Clerk will communicate this.	**Clerk**
	g. The Biggen signage – after much discussion, it was decided not to include signage at this time. This will be re-evaluated at regular intervals.	
	h. Scout Hut tree – The Clerk confirmed that a tree belonging to a resident is causing concern to the Scouts. At the Scouts request, it was formally agreed to give permission, as the landowner, for any overhanging parts of the tree to be cut back, if the Scouts believe this is the correct course of action. The Clerk will communicate this.	**Clerk**
	i. DUFC Fundraising event – This item was covered in Matters Arising.	

51	**Working Parties Chairperson's Reports.** **a. Public Art Contribution –** after looking at the very modern bench designs proposal for The Millennium Garden, The Green and next to the village sign, it was agreed to take this matter to the APM to invite suggestions from parishioners. b. **Village Hall (VHWG)** – The Chairman shared an architect's brief, to be taken to the APM. A decision regarding the final location of the village hall will be taken at the May 2017 DPC meeting. c. **Youth Club** – Cllr Harris confirmed that two trustees have resigned from their posts, and this therefore remains a work in progress. d. **Road Safety**: i. **Hunts Road speeding restrictions** – Cllr Tarrant will raise this matter at the APM that parishioner input be used towards any decisions. ii. **Soap Box Derby road closures** – it was unanimously agreed to give permission for various road closures for the duration of the September 2017 Soap Box Derby races. The Clerk will communicate this.	**ACTION BY** **Cllr Heath** **Chairman** **Cllr Harris** **Cllr Tarrant** **Clerk**
52	**Parish Clock donation –** Cllr Chudleigh confirmed that a television company has been contacted to see if repairs can be achieved for free, as part of their show. Other grants are being investigated and this matter maybe raised at the APM. -	**Cllr Chudleigh**
53	**World War I anniversaries –** Cllr Chudleigh and the Clerk agreed to investigate what other local villages are planning for the upcoming anniversaries.	**Cllr Chudleigh/ Clerk**
54	**Annual Parish Meeting 2017 –** All Cllrs agreed to communicate DPC's achievements from the last year to Cllr Heath ahead of the APM.	**All**
55	**Diary and Next Meeting:** • **20th March** – Duxford Village Annual Parish Meeting – 8pm, Duxford School Hall. • **28th March** – Allotments Committee Meeting – 8pm, Duxford School. • **1st April** – DPC Surgery at the Laceys Way Centre - 10.30am – 11.30am. • **13th April** – DPC monthly meeting – 8pm, Duxford School	
56	**Meeting Closure** - The meeting closed at 9.57pm. Signed: Dated:	