MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY 10 OCTOBER 2017

		ACTION BY
	Present Parish Councillors: Cllr Chudleigh, Cllr Harris, Cllr Heath, Cllr O'Grady, Cllr Martin, Cllr Skeates-Day, Cllr Young, with Chair Cllr Dee. Parish Clerk Joanne Depradines-Smith. One member of the public was in attendance (Chatterbox Representative). **Open Forum** - None **The Meeting commenced at 8pm -** The Chair welcomed all attendees to the meeting.	
171	**Apologies** – Cllr Tarrant.	
172	**Declaration of Interests**: **Cllr Young** – item 181 as allotment holder **Cllr Skeates**-Day – item 182 as Funeral Director.	
173	**Minutes** The agenda and minutes of the Parish Council monthly meeting held on 14 September 2017, circulated to all members, were agreed and signed by the Chairperson.	
174	**Matters Arising** **-Open Forum –** Cllr Heath confirmed that the unmaintained foliage area of Highfields Close has been swiftly attended to by the County Council. **-156-138-19c– IWM -** The Chairman confirmed that a meeting with IWM has been arranged for 22nd November, to discuss parishioner concerns. **-157a – Basketball Net -** Cllr O'Grady confirmed that the new basketball net had been installed. **- 163e – Local Highways Initiative -** Cllr Heath confirmed that a LHI application has been sent to the Highways Department, in respect of HGV issues around the War Memorial Green.	
175	**Chair Announcements** a. **Postman** - The Chairman shared the news that Duxford postman, Mr Stefano Fachechi recently reached the top five candidates in the National Postman of the Year awards 2017. b. **Cambs ACRE** - The Chairman shared details resulting from the recent Cambridgeshire Acre AGM, including affordable housing criteria. c. **North Chesterford** - The Chairman shared SCDC's response to the Uttlesford Garden Village Project, which highlights significant infrastructure issues. d. **Speedwatch** - The Chairman shared a parishioner concern regarding speeding along Hunts Road. This is to be passed to Cllr Tarrant to discuss the Speedwatch group. e. **Boundary issues** - The Chairman acknowledged a letter from a parishioner who is working together with Hexcel / Huntsman regarding their shared boundary. f. **Maintenance contracts** - The Chairman acknowledged an email from a parishioner concerned about overgrowth on the corner of Grange Road and Hunts Road. This area has now been identified as Parish jurisdiction and will be attended to. g. **Hanging Baskets** - The Chairman thanked all Cllrs and parishioners involved with the hanging baskets this year, and asked Cllrs to consider possible rewards for best basket.	**Cllr Tarrant** **Cllr Heath**
176	**Surgery report –** no parishioner attendance.	
177	**Planning** **a. Applications received from SCDC:** As presented by Cllr Harris:	

		ACTION BY

APPLICATION REF	LOCATION	APPLICANT	PROPOSAL	DECISION A/R
S/2925/17/FL	60, Rectory Road, Duxford	Mr & Mrs Bridgeman	Proposed two storey rear extension	**Duplication**
S/2878/17/FL	32, Ickleton Road, Duxford	Edward Shelton	**Part retrospective** for an existing timber fence along the north-west boundary of the site and the erection of a new fence along the south-east boundary	**A**
S/3056/17/M S/1654/17/FL	4 Hinxton Road, Duxford	Mr & Mrs John Clarke	Non-material amendment to S/1654/17/FL to add a window to north-east elevation	**A**
S/0656/17/FL S/3443/17/M	23, Greenacres, Duxford	Mr Turner	Non material amendment of planning application S/0656/17/FL S/3443/17/NM	**A**
S/3526/17/FL	Rectangular field at St John's Street, Duxford (Brewery Field)	Gillian Heath, Duxford Parish Council	Change of use for a proposed Village green space amenity	**A** **(Fees for application paid this month)**

b. Planning decisions confirmed by South Cambs District Council:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/3396/16/RM S/0276/15/OL Planning Insp. Ref: APP/W0530/W/17/3174252	8, Greenacres, Duxford	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	**APPEAL** **ALLOWED**
S/0276/15/OL	8, Greenacres, Duxford	Discharge of condition 7 (Arboricultural report and Tree condition survey) of planning permission S/0276/15/OL) Philip Wright, CALA Homes	Withdrawn 19 September 2017
S/0276/15/OL	8, Greenacres, Duxford	Discharge of condition 15 (visibility splays) of planning permission S/0276/15/OL Philip Wright, Savills	Withdrawn 19 September 2017
S/0276/15/OL	8, Greenacres, Duxford	Discharge of condition 12 (Construction management statement) of planning permission S/0276/15/OL CALA Homes (North Home Counties) Ltd	Withdrawn 19 September 2017

c. **Planning correspondence: Greenacres -** Cllr Harris advised that a person from the Greenacres building site is now situated at the entrance to Greenacres between 9am and 5pm, to refuse untimely traffic, and ensure the area remains clear of delivery vehicles.

178 **Finance**

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

		ACTION BY

NAME	INFORMATION	CHEQUE NUMBER	AMOUNT £
AON UK Limited	**FYI only - Retrospective payment -** DPC Insurance - Paid 22/05/17	**Bank Transfer**	2695.27
Warton & Clark	Cemetery Skip Hire September 2017 Invoice 5912	**002204**	210.00
PKF Littlejohn LLP	External Audit	**Bank Transfer**	360.00
Royal British Legion	Remembrance Sunday 2017 - Poppy Wreath	**002205**	100.00
War Memorials Trust	Donation in respect of Charles Miller for War Memorial Green landscaping	**002207**	100.00
Cambridge Water	Allotments water supply - March – September 2017	**Bank Transfer**	292.22
Playmaintain Ltd	Quarterly playground inspection	**Bank Transfer**	106.20
Pinewood Nurseries	Hanging Baskets 2017	**002206**	324.00
Mercer Tree Services	Urgent tree works at The Biggen Invoice: 344/17	**Bank Transfer**	90.00
Gillian Heath	Payment to SCDC for application of change of land use – Brewery Field	**Bank Transfer**	192.50
G T Lunn	Accountancy services August /September 2017	**Bank Transfer**	210.00
Roy O'Grady	Basketball net x 2 - Recreation Ground	**Bank Transfer**	7.99
Hundred Parishes Society	Annual Membership	**Bank Transfer**	10.00
Buchans Landscapes	Various contractual works – August Invoice: 1459	**Bank Transfer**	1186.68
Buchans Landscapes	Various contractual works – September Invoice: 1483	**Bank Transfer**	1075.68
Envirocare	The Biggen maintenance September 2017 Invoice: 81286	**Bank Transfer**	45.00
Envirocare	St. John's Churchyard maintenance September 2017 - Invoice:81287	**Bank Transfer**	66.00
Roy Gill	Contracts **standing order** paid automatically on 1st of following month	**Standing Order**	945.83
HMRC	Clerk PAYE quarterly payment	**Bank Transfer**	562.81
J Depradines-Smith	New Recreation Ground gate lock Key cutting x 5	**Bank Transfer**	43.00
J Depradines-Smith	Clerk Duties & Expenses (postage)	**Bank Transfer**	1116.61
		TOTAL	**£9739.79**

179 **District Council Matters** – Cllr Martin advised that an additional £30,000.00 had been added to the Community Chest fund, and criteria extended to include restoration of historical buildings. Cllr Chudleigh and the Clerk will investigate if the Parish Clock could qualify, and apply if so. — **Cllr Chudleigh / Clerk**

Peter Topping arrived at 21.20pm

180 **County Council Matters** – Cllr Topping shared the following report:

a. Cllr Topping reminded those attending of the Highways Depot open day on 16th October.
b. Cllr Topping and Cllr Martin agreed to investigate why the Blakeland Hill streetlight has not yet been reinstated. — **Cllr Topping / Cllr Martin**
c. Cllr Topping confirmed that he has not received any update in respect of MOTO's proposed planning application.

181	**Allotment Committee Chairperson report** Cllr O'Grady confirmed that the next allotments open meeting has been arranged for 4th November at the Laceys Way Centre, from 11.30am.	**ACTION BY**
182	**FRG&B Committee Chairperson's Report –** Cllr Heath reported the following: a. **Hinxton Road Trees** – It was unanimously agreed to remove all very new trees on the site, to expedite the management takeover. b. **Tree Survey –** it was unanimously agreed to order the next tree survey in the next financial year, for insurance purposes. c. **Brewery Field survey –** it was unanimously agreed to donate £100 to Ashley Arbon for his comprehensive botanical survey of Brewery Field, as best value. d. **Leaf clearance quote –** after much discussion, it was decided to obtain a quote from the Handyman for this job, in addition to the received contractor quote. Also, to ask both for a quote for less frequency. **Bench paint -** The Chairman praised the (green) colour choice for the Millennium Garden benches. **Fox waste -** Cllr O'Grady advised that there is much fox waste on the Recreation Ground presently; despite ongoing efforts to clear this.	**Cllr Heath** **Clerk** **Cllr Heath**
183	**Village Hall Working Party / Brewery Field** a. **Village hall –** Cllr O'Grady agreed to provide an update on progress to the website and send an article for Chatterbox. **b. Brewery Field** **i. Land use –** it was unanimously agreed to retrospectively pay planning fees for the change of land use application, for Brewery Field (£192.50). **ii. Section 106 –** after much deliberation, it was decided to set aside £2000.00 of Section 106 monies for Brewery Field landscaping fees. **iii. Magnometer donation –** it was unanimously agreed to donate £60.00 to the team who performed a magnometry test on Brewery Field (geophysics), as best value.	**Cllr O'Grady** **Clerk** **Clerk**
184	**Working Parties Chairperson's Reports.** a. **Public Art Contribution** – Cllr Tarrant was absent. b. **Youth Club** – Cllr Harris confirmed that the Youth Club opens on Friday, 3rd November, at the United Reformed Church. c. **Road Safety** – Cllr Tarrant was absent. Questions for the upcoming Highways Depot open day were sought by the Chairman.	
185	**Website catchment area** – Cllr Heath shared a proposed policy regarding free advertising on the website. It was unanimously agreed that advertising requests will be initially sense checked by Cllr Heath, and Cllrs opinions sought where an overall decision is required.	
186	**Diary and Next Meeting:** • **4th November** – Parish Council Surgery – Laceys Way Centre - 10.30am- 11.30am • **4th November** – Allotments Open Meeting – Laceys Way Centre – 11.30am – 1pm • *****November Parish Council Meeting – SUBJECT TO CHANGE *****	
187	**Meeting Closure** - The meeting closed at 9.40pm. Signed: Dated:	