MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY 11 MAY 2017

		ACTION BY
	Present Parish Councillors: Cllr Chudleigh, Cllr Harris, Cllr Heath, Cllr O'Grady, Cllr Skeates-Day, Cllr Young, with Chair Cllr Dee. Parish Clerk Joanne Depradines-Smith. Three members of the public were in attendance.	
	Open Forum Concerns were raised regarding the overflowing litter and dog bins in the village. The Chairman confirmed that this had been reported, and would be raised with Cllr Topping later in the meeting.	
	The Meeting commenced at 8.06pm - The Chair welcomed all attendees to the meeting.	
75	**Apologies** – Cllr Martin, Cllr Tarrant	
76	**Declaration of Interests**: **85 – Cllr Young as an allotments tenant.**	
77	**Minutes** The agenda and minutes of the Parish Council meeting held on 13 April 2017, circulated to all members, were agreed and signed by the Chairperson.	
78	**Matters Arising** - **61a Planning - Moto** – Cllr Heath confirmed that the parishioner in question has yet to respond. Cllr O'Grady agreed to be a co-ordinator with IWM / other PC's to learn how this proposal may or may not affect the local area, not just the parish. - **61b – Footpath access** – Cllr O'Grady agreed to contact SCDC to report that this pathway is not being correctly maintained. - **67b – Allotment hedges / boundary** – this item was carried over. - **68c – Playground inspection works** – Cllr O'Grady confirmed that the inspection result was a low risk, with some maintenance to be completed by the handyman. Re-hinging the double gates would cost approximately £60 to remedy – this was unanimously agreed upon as precepted. - **68d – War Grave cleaning** – the Chairman thanked everyone involved with the most recent Cemetery working party tidy up; particularly Cllr Heath for her key co-ordination. Cllr Heath agreed to purchase the appropriate grave cleaning equipment and solution, this was unanimously agreed upon as precepted. - **68g** – **Grange Road memorial bench** – Cllr Heath confirmed that this was awaiting confirmation from the family before continuing. - **68h** – **Cemetery litter bins** – the Clerk confirmed that two bins have been ordered. - **68i – Hanging baskets** – The Chairman confirmed that all 12 baskets have parishioners who have agreed to tend them. - **69b** – **VHWG Planning** – The Chairman confirmed that a member of the planning team at SCDC has agreed to visit Duxford, to advise regarding the best location for a new village hall, from a planning perspective.	**Cllr O'Grady** **Cllr O'Grady** **Cllr Heath** **Cllr O'Grady** **Cllr Heath** **Cllr Heath**
79	**Chair Announcements** a. **IWM** - The Chairman requested feedback regarding a recent IWM Open Evening, for which positive feedback was received. The next one is scheduled for September 2017. b. **Bowls Club** – A request for dates when the Bowls Club can park on the Rec was unanimously agreed upon, subject to the Bowls Club contacting other Rec Clubs for agreement.	**Clerk**

		ACTION BY
	c. **Section 106 monies** – The Chairman confirmed receipt of a SCDC letter offering a total sum of £4,258.90 in respect of the new properties on St. John's Street. The Clerk will apply.	**Clerk**
	d. **Agritech** – The Chairman acknowledged a communication from Agritech, advertising various open events to share their planning proposal. The Clerk will communicate this throughout the parish.	**Clerk**
	e. **Wellcome Trust** – The Chairman acknowledged a letter suggesting that the Wellcome Trust are commissioning a feasibility study for driverless cars between their Hinxton site and Whittlesford Parkway Station.	
	f. **Local Plan** – The Chairman acknowledged an email from SCDC in respect of local plans. Cllr Harris agreed to investigate how Duxford Village can retain its "Group Village" status.	**Cllr Harris**
	g. **Assets of Community Value** – The Chairman acknowledged a letter from SCDC confirming receipt of a request to protect the allotment land in future, as an asset of community value. This was unanimously supported.	
80	**Surgery report –** The Chairman confirmed that only one person came to the May surgery, concerned about irregular grass cutting on Rectory Road. Cllr Heath agreed to speak with the County Council about this, and whether DPC could take this contract over, ensuring more frequent cuts. It was unanimously decided to run DPC surgeries until the end of the year.	**Cllr Heath** **Clerk**
81	**Planning**	

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

APPLICATION REF	LOCATION	APPLICANT	PROPOSAL	DECISION A/R
S/1296/17/FL	23, Moorfield Road, Duxford	Mr Matt Stott	Demolish rear glass conservatory and construction of a new single storey rear extension to form a dining area	**A**
S/0276/15/OL S/2405/16/RM	8, Greenacres, Duxford	Philip Wright, CALA Homes	Application for approval of reserved matters (appearance, landscaping, layout and scale) following approval of outline application	**R**
S/1546/17/AD	Volvo Construction Equipment, Moorfield Road, Duxford	Chris Page, Volvo Group UK Ltd	Pylon sign	**A**

b. Planning decisions confirmed by South Cambs District Council: None

c. Planning correspondence – A discussion took place as to whether trees planning ought to be added to future agenda's or otherwise. Cllr Harris will investigate the rules ahead of a decision at the next meeting. **Cllr Harris**

82 Finance

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

		ACTION BY

NAME	INFORMATION	CHEQUE NUMBER	AMOUNT £
RoSPA - Playsafety Limited	Annual RoSPA playground inspection	**Bank Transfer**	117.60
Amberol Limited	Hanging basket brackets	**Bank Transfer**	79.20
CAPALC	Annual membership	**Bank Transfer**	395.26
Mercer Tree Services	Invoice 131/17 - Tree works as per tree survey priority - Areas 1&2	**Bank Transfer**	2946.00
G T Lunn	DPC accountancy services	**Bank Transfer**	150.00
Roy Gill	Telephone box shelving	**Bank Transfer**	159.07
Roy Gill	Ickleton Road bus shelter seating	**Bank Transfer**	283.84
Roy Gill	Contracts **standing order** paid automatically on 1st of following month	**Bank Transfer**	945.83
J Depradines-Smith	Clerk Duties & Expenses (postage)	**Bank Transfer**	1103.02

TOTAL **£6179.82**

83 **District Council Matters** – Covered by Cllr Topping in item 84.

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

County Council elections were held on May 4th. There are now 61 county councillors, down from 69 before the election, because of boundary changes prescribed by the Electoral Commission in London. I am grateful to the residents of Duxford for voting to re-elect me: turnout in the Duxford division was 46%, one of the highest in the county. The division is now a very large rural division of some 12 villages, ranging from Shepreth in the west to Pampisford in the east, and extending as far south as Ickleton and the Chishills.

Road and rail - A505 safety issues. Following a meeting I attended with representatives from parish councils along the A505 with county road safety officers and MP Heidi Allen, I suggest that the parish council joins me in writing to Graham Hughes, the head of highways and infrastructure at the county council seeking next steps action and proposing that a working group of parish councils, plus highways officers, is set up so that the ideas put forward at that roadside meeting are taken forward.

Chairman

Cllr Topping

I have asked the other parish councils to do this too. Once I know who is the new chair of the highways committee at the county council I will get him or her to endorse this.
I suggest that the parish council seeks an early meeting with highways to establish when the new speed safety measures along Moorfield Road will be put in place. This follows on from the success of the bid by the parish council under the minor highways initiative. It is best to get this programmed into the highways work schedule early.

Chairman

Cllr Topping

Whittlesford rail station - I will be meeting Greater Anglia and Network Rail along with the Welcome Trust and your chair to discuss proposals for transport routes south from the station, including driverless bus ideas. The proposals for a cycle route to Duxford from the rail station were dismissed by the rail authorities at the end of last year, but interestingly Welcome Trust have put them back on the table.

(The Chairman also advised that a rail expert contact has issued an interface of how the path could be achieved).

		ACTION BY
	Duxford IWM I met with the director and his staff, and I attended the public Open Evening to hear about the plans for the future of the museum. These plans seem coherent and well thought out, but need to consider the views of residents living to the north of the A505, as part of the aim is to open up the north side for visitors. I attended the IWM Forum meeting on Weds 10 May. The parish councils and the IWM discussed how best to respond to the proposals for a 24/7 motorway service station alongside the M11. I have passed on to Duxford IWM a contact at Marshalls in Cambridge on protecting air space in this context.	
	Duxford Village Hall - I have asked the district council to give advice regarding the planning issues to do with taking forward the Village Hall proposals and a discussion is arranged with Thorfinn Caithness.	**VHWG - Hall**
	LED lighting - Some parish councils have expressed interest in working with SCDC on seeing how streetlights might be converted to LEDs – there is an upfront capital cost to the conversion work, but the energy savings thereafter are high. The district council is developing a business plan on this to see if it can be viable. DPC will consider this option.	**All**
	Streetlights - Cllr Topping agreed to speak with Highways regarding the streetlight issues in Laceys Way and Blakeland Hill.	**Cllr Topping**
	Local Plan – Cllr Topping agreed to contact Caroline Hunt at SCDC to investigate if a representative from DPC is required at the upcoming meeting, to ensure Duxford remains a "Group Village".	**Cllr Topping**
	Bins – Cllr Topping agreed to investigate why the litter and dog bins in Duxford are overflowing.	**Cllr Topping**
85	**Allotment Committee Chairperson report – (Cllr Young took no part in this item)** • Cllr Chudleigh confirmed that the mini-plots have been returned to a half plot. • Cllr Chudleigh confirmed that of the 71 plots, only one (full size) remains vacant. • Cllr Chudleigh confirmed that a devolvement proposal is to be communicated to all plot tenants in May, with a view to an open meeting in September.	**Cllr Chudleigh/ Clerk**
86	**FRG&B Committee Chairperson's Report –** Cllr O'Grady reported the following:	
	a. Cemetery boundary works – It was decided to postpone any works until decisions had been made in respect of Greenacres.	**Cllr Heath**
	b. Tree survey regularity – Cllr Heath agreed to seek advice from SCDC and other Councils.	**Allotments**
	c. Millennium Wood coppicing – It was decided to postpone any decision until after discussion at the next Allotments meeting.	**Committee**
	d. Hinxton Road sycamore tree works – it was unanimously decided to add these two trees to the next tree survey and for works costing £300 agreed (to replace wildflower area expenditure).	
	e. Contracts for lanes – It was agreed to remove responsibility for Polecat and Liberty Lanes from the handyman contract, as duplication.	**Clerk**
	f. Contract for The Green – It was decided that two areas of The Green will be left for immediate residents to tend, at their request. However, these would be strimmed if neglected, at the Clerk's discretion.	**Clerk**
	g. Wildflower area – It was decided, now that the optimum planting season had passed, to postpone this until 2018.	**Clerk**
	h. Cemetery bench donation — The Clerk confirmed receipt of a request to kindly donate a bench for the Cemetery in memory of Mr Benito Di Bon. This was gratefully accepted.	

		ACTION BY
	i. **Ickleton Road bus shelter seating extension –** It was agreed to extend the seating in the bus shelter. If less than £100, the Clerk will proceed with works. j. **Playground inspection –** This item was covered in Matters Arising. k. **New dog bins –** Cllr Heath shared a proposal for new dog bins in the village, before forwarding to SCDC for approval. This was unanimously agreed upon.	**Clerk** **Cllr Heath**
87	**Working Parties Chairperson's Reports.** a. **Public Art Contribution – In** Cllr Tarrant's absence, a report was shared confirming that she is awaiting a response from a tree sculptor (Tilly Mercer). b. **Village Hall** – The Chairman shared three architect briefs with all in attendance. It was decided to hold an extraordinary meeting in June that two of the architects can visit DPC and attending public in person. Cllr O'Grady agreed to create a Chatterbox article. Cllr Young agreed to liaise with the architects. c. **Youth Club** – Cllr Harris requested that two Cllrs become trustees of the new youth group – Cllr Dee and Cllr Chudleigh volunteered. d. **Road Safety** – In Cllr Tarrant's absence, a report was shared confirming that enough parishioners have volunteered to create a Community Speedwatch Team now.	**Cllr Tarrant** **Clerk / Cllr O'Grady Cllr Young** **Cllr Tarrant**
88	**DPC Annual Audit –** The Chairman read the required audit questions to all Cllrs, including agreeing the accountancy for the year, before signing the audit documentation.	**Clerk**
89	**Parish Clock –** Cllr Chudleigh requested that this item be carried over whilst fundraising was investigated further.	**Cllr Chudleigh**
90	**Surgeries** – It was decided to continue with one hour monthly surgeries at the Laceys Way Centre until the end of the year. The Clerk will book these with SCDC. All Cllrs to send their availability to the Clerk.	**Clerk**
91	**DX Club** – The Clerk confirmed that the DX Club wished to apply for the SCDC Community Chest grant. This was warmly supported.	**Clerk**
92	**DPC noticeboard** - The Clerk confirmed that the School FODS (PTA) are in desperate need of a noticeboard, and there is an old board in need of renovation in the DPC cupboard. It was unanimously agreed to donate this to FODS.	**Clerk**
93	**Greenacres development – new road naming –** After a brief discussion, various name ideas were collected and will be sent to 3C Shared Services accordingly.	**Clerk**
94	**DPC annual insurance –** The Clerk confirmed that she is awaiting acknowledgement of the revised DPC Asset Register from the insurance company, before the final insurance fee is known. As this must be payable before the next meeting, it was unanimously agreed to pay up to £3000.00 maximum for insurance, that the Clerk may pay this on time.	**Clerk**
95	**Diary and Next Meeting:** • **3rd June** – DPC Surgery at the Laceys Way Centre - 10.30am – 11.30am • **8th June** – DPC monthly meeting – 8pm, Duxford School	
96	**Meeting Closure** - The meeting closed at 9.52pm. Signed: Dated:	