Clerk: Mrs Joanne Depradines-Smith **Chairman: Mr Peter Dee**
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MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY 10 May 2018

		ACTION BY
	Present: Parish Councillors: Cllr Harris, Cllr Hyde, Cllr O'Grady, Cllr Tarrant, Cllr Skeates-Day and Cllr Young, with Chair Cllr Dee. Parish Clerk Joanne Depradines-Smith. Five members of the public in attendance. **Open Forum:** A resident asked questions regarding the recent visit from the Travelling Community (Hexcel owned land). The Chairman confirmed that the visitors had returned to Thriplow Heath. **The Meeting commenced at 8.06pm -** The Chair welcomed all attendees to the meeting.	
69	**Apologies**: Cllr Heath	
70	**Declaration of Interests**: **Dispensation** Following a discussion, it was decided that Cllr Young could remain in the room when allotments were discussed, but not take part in any voting, in future, as an allotment holder. Also that Cllr Skeates-Day could remain in the room during Cemetery discussions, but not take part in any voting, in future, as a funeral director.	
71	**Minutes**: The agenda and minutes of the Parish Council monthly meeting held on 12 April 2018, circulated to all members, were agreed and signed by the Chairperson.	
72	**Matters Arising:** **55 – IWM –** The Chairman acknowledged confirmation from John Brown at IWM that two neighbourhood schemes may run in parallel. Details are awaited. **55 – Blakeland Hill HGV parking** – The Chairman asked the Clerk to arrange a meeting between Hexcel / Huntsman and Cllrs to discuss this matter further. **Ongoing – Cycle path –** The Chairman advised that there is scope for the path to be included in a potential larger station development. This will be investigated further.	**Chairman / Cllr McDonald** **Chair**
73	**Chair Announcements:** **New District Councillor:** The Chairman warmly welcomed Cllr Peter McDonald to the meeting and congratulated him on his new appointment as District Councillor for Duxford. **Travelling Community**: The Chairman thanked all involved with local communications, whilst an illegal Travelling Community encampment took place over the Bank Holiday, on private land in Duxford; particularly to Michael Butler for the kind loan of farm machinery for the Recreation Ground, and George Hay at Cambridgeshire County Council for his expertise and communication.	

		ACTION BY
	Heidi Allen MP – Travelling Community consultation: Cllr Tarrant agreed to gather appropriate views, and respond directly.	**Cllr Tarrant**
	Village Hall location – The Chairman acknowledged two messages querying the location of the new hall on the north-east side of the Rec. The strategic reasoning for this, including key advice from SCDC Planning and Highways will be communicated.	**Chair**
74	**DPC Audit documentation (including budgets) to be agreed and signed:** Completed.	
75	**Planning:**	

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

APPLICATION REF	LOCATION	PROPOSAL	A/R
S/1423/18/AD	Land to the East of Hunts Road, Land to the East of Hunts Road, Duxford	1no. V Board Sign	**A**
S/1566/18/FL	Recreation Ground, Hunts Road, Duxford	New community village hall with sports changing rooms	**A**
S/1563/18/FL	Site to the south west of the American Air Museum (IWM)	Erection of a new Large Objects Store and Conservation Workshop for the storage and conservation of historic large objects including aircraft and land vehicles following demolition of the Land Warfare Hall building and the associated landscaping.	**A**

b. Planning decisions confirmed by South Cambs District Council:

APPLICATION REF	LOCATION	PROPOSAL	A/R
S/0340/18/FL	2, Kintbury, Duxford	Raise in ridge height to form second storey on existing bungalow	**A**
S/0707/18/FL	60, Rectory Road, Duxford	Proposed two storey rear extension.	**R**

c. Planning correspondence: It was unanimously agreed in principle only that if CALA Homes ask the Parish Council to purchase green / recreational space in Sopwith Grange (Bedell Road / Martin Drive), this would be refused, as long term maintenance costs.

76 **Finance: Accounts for payment:** It was proposed by Cllr Harris, seconded by the Chairman, and agreed by all that the following accounts be passed for payment:

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Duxford Pre-School	**RETROSPECTIVE PAYMENT** APM refreshments donation	**Bank Transfer**	50.00
Mercer Tree Services	**RETROSPECTIVE PAYMENT** 2018 Tree Survey	**Bank Transfer**	1200.00
Cambridge Water	Allotments water 14 Sept 2017 – 23 March 2018	**Bank Transfer**	61.66
Duxford School	Room hire Jan – April 2018	**Bank Transfer**	73.80
Alan Lamb Associates	Village Hall design and planning fees	**Bank Transfer**	4272.00
Sarah Ashworth	Brewery Field tender preparation documentation	**Bank Transfer**	1500.00
Buchans Landscaping	Maintenance contract invoice: 1600	**Bank Transfer**	687.08
RoSPA Playsafety	Annual Playground inspection	**Bank Transfer**	117.60
Envirocare	The Biggen maintenance - Invoice:90944	**Bank Transfer**	45.00

Envirocare	St. John's Churchyard maintenance - Invoice:90945	**Bank Transfer**	66.00	
CAPALC	Annual membership	**Bank Transfer**	404.88	
G T Lunn	Accountancy (year-end)	**Bank Transfer**	135.00	
Roy Gill	Cemetery corner foliage clearance	**Bank Transfer**	160.00	
Roy Gill	Materials for village bench restorations	**Bank Transfer**	49.98	
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1184.89	

TOTAL **£10, 007.89**

ACTION BY

AUTOMATIC PAYMENTS FROM PREVIOUS AGENDA PUBLISHING DATE:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
09/04/18	NEST	Clerk monthly pension	**Direct Debit**	11.50
1st of each month	Roy Gill	Maintenance contracts	**Standing Order**	945.83

TOTAL **£957.33**

77 **District Council Matters:** Cllr McDonald had left the meeting at 9pm to attend another Parish's meeting.

78 **County Council Matters:** Cllr Peter Topping arrived at 9.07pmand provided the following report:

Roads and road junctions

I met with the Highways Department Manager and have driven around the village with him checking on the pothole filling work that was done. I have reported potholes that I have seen along Ickleton Road and Hunts Road especially. The County Council app for notifying where the holes are is the easiest way of reporting potholes, because when I then meet the Highways Manager I can go through the list and ask what they are doing to catch up. They have been catching up in recent weeks, but there is still a way to go. The County is buying more of the patching machines that can work quicker than a gang of tarmac layers and a wheelbarrow of pitch.

I have chased the Highways Manager re Hunts road flooding, and his response is that he cannot see that a works order or actual work has been done. He tells me that he is having a site meeting with the parish council on 22 May – he thinks it may just be a blocked gully which we can then rectify fairly quickly.

Safer road junctions

I have been pressing the County Council to consider how to make road junctions safer, especially where small turn-off roads run from very bust A roads such as the A505. There are safety possibilities or interventions that can reduce the risk of an accident, and these include

- Removal of foliage at all highway junctions to improving visibility between road users and discourage injudicious entry into the main road.
- Removal of foliage in advance of all directional signs to aid road users' recognition of junctions and discourage inappropriate overtaking.
- Replacement of all directional and advanced direction signs, including increasing sign text sizes) where verge width permits) to increase junction recognition and reduce late braking.
- Replacement of large diameter posts with a passively safe type, to reduce the risk of injury in the event of collision.

	• Surface dressing of sections to improve skid resistance. • Renewal and rationalisation of white lines and road studs, to improve lane discipline and night time conspicuity in unlit sections. Introduction of textured lines at specific high risk locations, to reduce the risk of carriageway edge overrun and increase conspicuity in the wet. • Widening of the hard edge (section of road beyond the edge line) at one location where regular edge overrun has been identified. • Re-cutting of grips (channels in the verge to drain water) to reduce the risk of aquaplaning on standing water in the carriageway. All these options cost money, and some such as cutting back a lot of foliage may not be what the local residents want anyway. <u>Travellers</u> I was pleased with the response by the County Council in supporting the village when the travellers from Thriplow Heath came after the eviction last Wednesday. The injunction that we secured almost ten years ago in 2009 on the field next to the Pet Crematorium on the A505 to prevent unlawful trespass came in useful but the travellers returned back there. I have written to the police again urging them to use section 61 powers under the 1994 Act. I have had the District Council serve enforcement notices because of the flytipping that has now started on that site. <u>General</u> There have been reports of hare coursing starting up in the fields along the A505. I have contacted the Police Rural Crime Unit. I will be meeting the Whittlesford Station Master planners next week, so will try to revive discussions about the underpass at the rail station. <u>Health</u> Regarding health matters, the County Council and the hospitals have recently improved their performance in managing delayed transfer of care and while there is still much to do, in this part of Cambridgeshire there is exploration of trying to have more preventative work done in surgeries rather the later interventions in hospitals. Cllr Topping invited the Chairman and Councillors to join him at a Highways meeting, to discuss the recent flooding / drainage issues, and traffic / road surface issues in Duxford. The Chairman warmly thanked Cllr Topping for covering Cllr Mick Martin in a District Council capacity for almost two years.	**All**
79	**Allotments** **a. Allotment Officer Terms of Reference and new application / agreement forms**: Both items were discussed and agreed upon.	**Clerk**
80	**Footpaths, Recreation Ground and Burials (FRG&B) Committee Report:** **a. Bus Shelter colour and seating:** It was unanimously agreed to repaint the bus shelter on St. Peter's Street in black paint. A vote was taken in favour of seating in the same shelter (vote 6/1). It was agreed in principle to put a noticeboard in this shelter. **b. Cemetery boundary works:** It was agreed in principle to restore the Cemetery boundary with hedging after securing the ironwork, as the neighbouring trees are still growing. **c. RoSPA playground inspection works:** It was agreed that all works identified on the annual RoSPA inspection are to be carried out without delay. **d. Pavilion lavatorial facilities options:** It was agreed to place a 28 day closure notice sign on the pavilion lavatory door and seek sharps bins quotes for the next meeting.	**Cllr Heath/ Clerk** **Cllr Heath Cllr O'Grady/ Clerk Cllr O'Grady**

		ACTION BY
81	**Brewery Field Report:** **a. Tendering process preparation costs:** This was agreed upon (on payments list). **b. Tenders for further landscaping:** Carried over to the next meeting. **c. Elms Close hedge cutting:** It was agreed that the Brewery Field hedged boundary with Elms Close should not be cut in future, without dialogue with residents first. d. **Access points / entrance gates / gates types and costs:** A vote of 5/2 was taken in favour of metal gates, rather than wooden. **e. St. John's Street road furniture possible changes:** Carried over to the next meeting.	**BFWG** **BFWG** **BFWG**
82	**Village Hall Report:** Nothing to report.	
83	**Working Parties Chairperson's Reports:** a. **Road Safety:** i. **LHI options:** After much discussion, it was decided where "Unsuitable for HGV" signage should go to assist drivers avoid Hinxton Road. ii. **2018 Soap Box Derby road closures:** This was unanimously agreed upon.	**Cllr Tarrant Clerk**
84	**Policies: Agree Lone Working Policy:** This was unanimously agreed upon.	**Clerk**
85	**Public Art Contribution:** Cllr Tarrant confirmed she is awaiting a local artist's impression of village life, for a historic information board to be located somewhere in the village. If agreed upon in principle, the idea will be shared with local residents for feedback.	**Cllr Tarrant / Clerk**
86	**Surgery Report:** No public attendance.	
87	**Diary and next meetings:** • 2nd June at 10.30am – Monthly Parish Council Surgery. • 14th June at 8pm - Monthly Parish Council Meeting.	
88	**Meeting closure:** 9.57pm.	
	Signed: **Dated:**	