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 12 APRIL 2018

		ACTION BY
	Present: Parish Councillors: Cllr Chudleigh, Cllr Harris, Cllr Heath, Cllr Hyde, Cllr O'Grady, Cllr Tarrant and Cllr Young, with Chair Cllr Dee. Parish Clerk Joanne Depradines-Smith. One member of the public in attendance.	
	Open Forum: A resident shared a concern regarding alleged parking leafleting, and subsequent photography by refuse waste staff. This matter was raised with Cllr Topping later in the meeting. A resident confirmed that the planning application for a fascia sign was academic, as the signage was already in place.	
	The Meeting commenced at 8.11pm - The Chair welcomed all attendees to the meeting.	
51	**Apologies**: Cllr Martin and Cllr Skeates-Day	
52	**Declaration of Interests**: - Cllr Young as an allotment holder. - Cllr Young – Planning item for St. John's Street as owner of neighbouring property. - Cllr O'Grady – planning item in Rectory Road as close family member is a neighbour.	
53	**Minutes**: The agenda and minutes of the Parish Council monthly meeting held on 08 March 2018, circulated to all members, were agreed and signed by the Chairperson.	
54	**Matters Arising:**	
	37a – APM DPC surgeries: It was decided to continue Parish Council monthly surgeries on the first Saturday of each month until the end of the year. To be reviewed in December 2018.	**Clerk**
	43 – Lane leaves: Cllr Heath confirmed that all lanes have been cleared of leaves, although mud filled puddles remain in places. The Clerk will ask the handyman to address these.	**Clerk**
	46a – Road safety / Speedwatch: Cllr Tarrant confirmed that Speedwatch participants are increasing, with training being held next week. Cllr Tarrant confirmed that the recent, successful LHI application is a work in progress.	**Cllr Tarrant**
	47- APM Refreshments payment to Duxford Preschool: The Clerk confirmed that this payment was missing from the list, despite agreement at the previous meeting. Cllrs agreed to pay this without delay and add to the May listing, for reference.	**Clerk**
	- APM - Mr Butler: The Chairman wished to officially recognise and thank Mr Michael Butler for his hard work and efforts on August Bank Holiday 2017, in respect of Recreation Ground security, as this was omitted at the APM.	

		ACTION BY
55	**Chair Announcements:** **Cllr Martin and Cllr Chudleigh retirement from DPC:** The Chairman sincerely thanked both Cllr Trish Chudleigh (in attendance) and Cllr Mick Martin (absent through illness) for their many years as Parish Councillors, which was met with a round of applause from all in attendance. **APM presentations**: The Chairman wished to thank all presenters at the Annual Parish Meeting, as held on 19th March. **Chapel Street garden:** The Chairman wished to officially thank the resident who tends the green area on the Chapel Street / Green Street junction, for the impressive planting. **Duxford Lodge Hotel closure**: The Chairman confirmed that the hotel had now closed, and was on the property market for one million pounds. An email from a developer requesting dialogue was passed to Cllr Young to respond with Duxford housing needs data. **Memorial Bench donation:** The Chairman acknowledged a parishioner email, generously offering to fund the purchase and installation of a new bench on The Green, in memoriam to their (Duxford residents) parents. This was unanimously agreed upon with gratitude. **Duxford Allotment Society:** A letter from DAS in respect of the allotments site was passed to Cllr O'Grady to investigate further. **Blakeland Hill HGV parking:** The Chairman acknowledged an email, including a photograph, of illegal HGV parking at the entrance to Blakeland Hill. The Clerk confirmed that parking on the pavement was illegal, and should be reported to the Police. The Clerk had already communicated this matter to Hexcel and Huntsman, by chance the driver was awaiting entry to their site. This matter is to be monitored. **IWM**: The Chairman acknowledged correspondence regarding the new IWM Neighbours Card from both a discontented parishioner, and, separately, from John Brown, Executive Director Commerce and Operations at IWM, in response to a letter from DPC. Mr Brown confirmed that the trial continues, and that there is an open day on 25th April, at which feedback is welcomed.	**Cllr Young** **Clerk** **Cllr O'Grady** **Clerk / Road Safety**
56	**Planning:** **a. Applications received from SCDC:** As presented by Cllr Harris:	

APPLICATION REF	LOCATION	PROPOSAL	A/R
S/0760/18/AD	8, Greenacres, Duxford,	Proposed welcome monolith sign and Illuminated Facia sign.	**R**
S/0707/18/FL	60, Rectory Road, Duxford	Proposed two storey rear extension. (Cllr O'Grady took no part in this item)	**A**
S/0886/18/FL	52, St Johns Street, Duxford	Erection of extension to the rear and porch to the front. (Cllr Young took no part in this item)	**A**
S/0391/18/LB	3 Grange Road, Duxford	Re thatch roof with Reed from long straw.	**A**

b. Planning decisions confirmed by South Cambs District Council:

APPLICATION REF	LOCATION	PROPOSAL	A/R
		None	

c. Planning correspondence: Cllr Harris confirmed that confirmation had been received that the Brewery Field planning application submitted by DPC had been accepted, with conditions.

57 **Finance: 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	METHOD OF PAYMENT	AMOUNT £
Duxford United Reformed Church	**RETROSPECTIVE PAYMENT** Youth Club room bookings : 03Nov – 29 Dec 2017 inclusive	**Bank Transfer**	297.60
Rialtas Business Solutions	Allotments software and training	**Bank Transfer**	816.00
Rialtas Business Solutions	Cemetery software and training	**Bank Transfer**	2115.96
G T Lunn	Accountancy services	**Bank Transfer**	105.00
Alan Lamb Associates	Village Hall design	**Bank Transfer**	3000.00
Playmaintain Ltd	Playground inspection 14/03/18	**Bank Transfer**	108.60
Richard Arnott	Brewery Field Hedging	**Bank Transfer**	3276.00
Hinxton Road Mgmt Co.	Grass cutting 2018/19	**Bank Transfer**	870.00
Cambridge Water	Cemetery water 01/04/18 – 31/03/19 (Fixed charge)	**Bank Transfer**	46.25
Warton & Clark	Cemetery skip 03/04/18	**Cheque 002212**	210.00
Envirocare	The Biggen maintenance - Invoice:89535	**Bank Transfer**	45.00
Envirocare	St. John's Churchyard maintenance - Invoice:89536	**Bank Transfer**	66.00
HMRC	Quarterly payment re: Clerk	**Bank Transfer**	461.74
J Depradines-Smith	Clerk expenses – mileage delivering Cllr nomination forms to SCDC 06/04/18	**Bank Transfer**	15.30
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1136.44

TOTAL **£12,569.89**

ACTION BY

AUTOMATIC PAYMENTS FROM PREVIOUS AGENDA PUBLISHING DATE:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
06/03/18	NEST	Clerk monthly pension	**Direct Debit**	12.15
1st of each month	Roy Gill	Maintenance contracts	**Standing Order**	945.83

TOTAL **£957.98**

58 **District Council Matters:** Cllr Martin was absent.

59 **County Council Matters:** Cllr Peter Topping provided the following report:

1. The County Council will be carrying out surface dressing on some main roads in South Cambs once the cold weather has gone, so this is likely to be the spring/early summer. I will be trying to get the Highways teams to – at the same time – work on the **potholes**.
2. The County Council has been allocated £1.6m by the govt. for pothole repairs to our roads, £600k more than had initially been indicated, so early engagement with the Highways depot at Whittlesford is advisable to get **potholes** filled in using this money.
3. I have been asked about a **missing lamppost** and whether it can be replaced so I will be asking the Parish Clerk for more information on the history of this. (No DPC record).
4. The County Council is building on the success of its **superfast broadband** programme which saw coverage rise from 60% in 2010 to 96% by 2018. Now the emphasis is on improving the mobile coverage across the county, both voice and data, which is below the national average. The County Council is putting £19m into this, and the Combined Authority £5m.
5. The Combined Authority agreed funding for several housing projects at its meeting last week, which I attended as a member.

	This included money to sort out the flood risk defences at Northstowe to unlock Phase 2 of the new town, allowing 3,500 homes to be built, 1700 of which will be affordable houses. This helps to reduce the pressure on our villages because the more development we can have at Northstowe and Waterbeach, the less there needs to be across our district – although some **development in our villages** is needed and can be expected. **6**. I checked with residents of **Rectory Road** and the **grass cutting** seems to be better – last year the contractors seemed to be missing the verges there owing to some contractual oversight. **7.** The work on **master planning the railway station at Whittlesford** and the surrounding area starts in May. This is the opportunity to revisit the pedestrian underpass option. **8**. The government has announced a consultation on how best to deal with **illegal traveller sites**. This is relevant for South Cambs villages because the unlawful trespass that occurred in Duxford last summer took both time and money for landowners – the Parish Council as the landowner of Recreation Grounds – to resolve, as well as taking time and money for the District and County Councils to help villages with advice, and clear up afterwards. **9.** With the arrival of the **new Headteacher at Duxford School** I will be hoping to meet and to discuss among other things the impact of the County Council decision on withdrawing from the market of supplying school dinners – other commercial suppliers exit but the impact may be on smaller village schools.	
	Parking tickets: Cllr Topping confirmed that considerate parking leaflets are not usually issued by refuse waste staff where vehicles are legally parked, nor is photography and threats of financial fines permitted. Cllr Topping agreed to ask his team at SCDC to investigate if the individual in question is a staff member.	**Cllr Topping**
	Sopwith Grange naming: Cllr Topping confirmed that all new road names should be confirmed with respective Parish Council's before publishing. DPC previously proffered details of two recently closed charities, namely the Lettuce Martin and James Bedell Charitable Trusts, which had served the needy of Duxford for centuries. Cllr Topping agreed to investigate all names and arrange confirmation.	**Cllr Topping**
	District elections: Cllr Topping confirmed that all District Councillors face election in May 2018.	
60	**Public Art Contribution (Section 106 monies):** Cllr Tarrant shared a budget guideline for how these funds could best be used going forward. This was agreed upon as a useful guideline.	
61	**Footpaths, Recreation Ground and Burials (FRG&B) Committee Report:** **a. Hanging baskets:** Cllr Chudleigh asked that she send options to the next meeting for Cllrs to decide upon. b. **Pavilion lavatorial facilities:** Following reports of evidence of drug use found in the public lavatory within the pavilion, Cllr O'Grady agreed to investigate this matter further. **c. Cemetery extra works and skip:** Cllr Heath shared an offer from the DPC handyman to clear two large overgrown areas of the Cemetery at a greatly reduced labour cost, along with skip hire, at a total cost of £500. It was agreed that this demonstrated excellent value for money, and funds are to be taken from reserves.	**Cllr Chudleigh** **Cllr O'Grady** **Clerk**
62	**Brewery Field Report:** **a. Terms of reference:** This was unanimously agreed upon. **b. Charitable options:** Cllr Heath confirmed that the working group are in talks with the Duxford Community Centre (DCC) charity. **c. Access points / entrance gates:** Cllr Heath agreed to bring quotes for both wood and metal gates to the next meeting for a decision.	**BFWG** **Cllr Heath**

	d. Maintenance costs: It was unanimously agreed that DPC should pay the ongoing maintenance costs for Brewery Field, including an initial grass cutting to shape areas (Envirocare quote for £120+VAT agreed), and any hedge maintenance going forward. This was omitted from the precept and will be taken from reserves.	**Clerk / Cllr Heath**
63	**Village Hall Report:** a. **Terms of reference**: This was unanimously agreed upon. b. **External materials**: Using data collected from the APM, DPC website, verbal feedback from both village businesses and parishioners, and the architect (lowest future maintenance costs), it was decided at a vote of 7/1 in favour of option 1 – brick, partly rendered, with some wood cladding.	**VHWG**
64	**Working Parties Chairperson's Reports:** a. **Road Safety:** This item was covered during Matters Arising. b. **Youth Club:** Cllr Harris confirmed that banking issues are now resolved, and DPC will be refunded for room bookings monies owed.	
65	**Policies:** a. **Agree Safeguarding Vulnerable Adults and Children policies:** This was unanimously agreed upon. b. **Agree GDPR (data protection) policy:** This was unanimously agreed upon. c. **Discuss and agree CAPALC GDPR subscription (£50 annually):** After much discussion, it was decided not to opt for this extra subscription.	
66	**Surgery Report:** Cllr Tarrant confirmed two attendees; one in respect of the ongoing drainage issue in Hunts Road, which Cllr Topping agreed to investigate further. The other issue was to report the poor condition of the dog waste bins in the village, particularly at the end of Mangers Lane, and Blakeland Hill. The Clerk will report these to SCDC.	**Cllr Topping** **Clerk**
67	**Diary and next meetings:** • 10th May at 7.30pm – Annual General Meeting. • 10th May at 8pm - Monthly Parish Council Meeting. • 14th June at 8pm - Monthly Parish Council Meeting.	
68	**Meeting closure: –** 10.02pm.	
	Signed: **Dated:**	