DRAFT
MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY 13 AUGUST 2009
ACTION

Present Parish Councillors Mr Butler, Mrs Chudleigh, Mr Chudleigh, Mr Clarke Mr Foster, Miss Gittos, Mr Head, Mr Martin, Mr Mogg, Mr Milton and District Councillor Williams with Mr Paulding in the chair. There was one member of the public present together with Ms Linda Browne of SCDC

1 **Apologies for absence** - County Councillor Mr Stone

2 **Induction of Parish Councillor Mr C Mogg**

2.1 Following the Parish Election on the 23 July 2009, Mr C Mogg was duly elected to fill the vacancy on the Council created by the resignation of Mr P Hill.
Mr Mogg signed the Acceptance of Office Register and joined the meeting.

3 **Minutes** of the Parish Council meeting held on the 9 July 2009, circulated to all Councillors, were agreed and signed by the Chairman

4 **Matters Arising**

4.1 Item 3.3 Mr Clarke advised that he now had an interim certificate for the unmetered electrical supply to streetlights. This now allows him to obtain alternative street lighting energy costs from other suppliers.

4.2 Item 5.3 Mr Martin advised that Bidwells were preparing a more detailed development plan of their proposal for a relief around Duxford and the development of housing and commercial properties. Bidwells have suggested they attend a Parish Council meeting to outline their proposal.

4.3 Item 11.2 The Chairman advised that Mr Matthew Drury had been appointed to act as the Council's agent in securing commercial advertising for the village website Mr Clarke

5 **Chairman's Announcements**

5.1 Mr Paulding announced that following changes in the guidelines for conducting Parish Council meetings, agenda's will not now include 'Any Other Business' to ensure that decisions are not made on matters that have not been previously advertised.

5.2 The new Community Liaison Support Officer from SCDC introduced herself and outlined the responsibilities and objectives of her new position. She advised that primarily she would act as a Liaison Officer between SCDC and Parish Councils and would be the main point of contact for Councils who required advice or were having difficulties with any specific issues with SCDC. She also advised that her role would include the promotion of Parish Plans in association with Cambridgeshire ACRE.

6 **Planning**

6.1 **Applications Received**

Ref S/0958/09/F S Tongue 38 Ickleton Road, Duxford
Recommend approval for single storey garden building

Ref S/0990/09/F Bellway Homes Land South of 8 to14 Station Road Whittlesford in the Parish of Duxford
Recommend refusal to demolish one existing dwelling and erect 18 new dwellings with access road, parking, garages, landscaping and open spaces
Reasons for recommendation :-
1 Allocation of affordable/rented properties below SCDC's criteria
2 Development ignores preservation order on existing orchard

6 **Planning**

6.1 **Applications Received – continued**

3 Development of 18 homes in a 'group village' contravenes existing planning policy

4 Sums allocated in S106 Agreement for play equipment and schooling inadequate and meagre in relation to the size of the development
Ref C/11/40/024 Mrs Milton Kings Head House, St Peters Street Duxford
Recommend approval to remove holly oak tree in rear garden
Note Mr Butler declared an interest in the following application and took no part in the discussion or decision
Ref S/1077/09/F M Coulson 7 The Rushtons, Duxford
Recommend refusal for second storey and front porch extensions
Reason for recommendation :- Side extension would appear overbearing to the neighbouring property
6.2 **SCDC Decisions Received**
Ref S/0339/09/F Huntsman Ltd Hinxton Road, Duxford
Approval for replacement perimeter fencing
Ref S/0704/09/LB IWM Royston Road, Duxford
Approval to replace roofing material on Building 73
Ref S/0584/09/F A Nicolas 1 Bankes Mead, Duxford
Refusal for an extension due to impact on conservation area
Ref S/0664/09/F R Bridgwood Duxford Mill, Mill Lane, Duxford
Approval to demolish existing staff house upto six months after new staff house built ie. Removal of Clause 7 of Planning Application Ref S/1816/08/F
Ref S/0578/09/F D Mercer 31 Moorfield Road, Duxford
Refusal for an extension due to loss of light and overbearing neighbouring property
Ref S/0572/09/F Hill Residential Land South of Station Road Whittlesford in the Parish of Duxford
Approval to erect 16 new dwellings
Ref S/0454/09/F H Dye Paddock, Mangers Lane, Duxford
Approval to rebuild entrance wall
Ref S/0879/09/F J Cobb 23 Blakeland Hill, Duxford
Retrospective approval for garden room
Ref S/0836/09/F M Livesey Frieda, Moorfield Road, Duxford
Approval for an extension
Ref C/11/40/024 P Shaw Temple Farm, Duxford
Approval for tree works
6.2 **Planning Correspondence**
6.2.1 Letter from SCDC in response to the Council's concerns at the procedure and final recommendations of the S106 Agreement in respect of Hexcel's planning application for a carbon fibre pre-cursor plant. SCDC acknowledged that the outcome did not meet the Parish Council's wishes but that the Council's views were put before the Planning Committee. Following discussion it was agreed to publish SCDC's letter on the website and that Mr Martin would review SCDC's response for further discussion.
Mr Martin
6 6.2 **Planning Correspondence – continued**
6.2.2 Letter from CCC confirmed that the application by residents of Greenacres to register land known as The Green, Greenacres as a village green has been refused by the Council's Development Control Committee
6.2.3 Letter from Comberton Parish Council raising their concerns at the present system of the Chairman's Delegation Procedure, its lack of accountability and Parish Council's diminishing role in planning applications.

Following discussion it was agreed to support Comberton Parish Councils concerns and for a member of Duxford Council to attend the Planning Portfolio Holders meeting on the 1 September and/or the Planning Committee meeting on the 7 October when the matter will be reviewed by those committees.
Mr Martin
Clerk

7 **Open Forum** - None

8 **Correspondence**

8.1 Letter from SCDC enclosing their Gypsy & Traveller Development Plan Options Document for consultation. As none of the 22 sites being considered are near Duxford or the surrounding area, the Council agreed that no action was necessary.

8.2 Letter from CCC advising that a further thirteen Children's Centres will be developed in Cambridgeshire by the end of March 2010

8.3 Letter from CCC requesting support in helping to provide volunteers to man swine flu Antiviral Collection Centres being set up throughout the County. It was agreed to publish further details on the village website and in Chatterbox.

8.4 Letter from Duxford Bowls Club advising that £ 750 had been raised at the recent David Catton Memorial competition in support of Papworth Hospital. To be published on village website.

8.5 Letter from the Duxford Village Twinning Association advising of their meeting on the 22 September at 7.30pm in the Community Room. It was agreed that the Council would debate the twinning proposal at their October meeting and in the mean time publish full details on the village website.

8.6 Letter from CCC advising of their Emergency Awareness Seminar on the 1 October at 6pm at SCDC Cambourne. Mr Martin and Mr Head agreed to attend.

8.7 Letter from CCC requesting locations In Duxford that would be suitable to host mass vaccinations against the current swine flu pandemic. Clerk to respond accordingly

Mr Mogg
Clerk
Mr Mogg
Mr Mogg
Cllr Williams
Mr Martin
Mr Head
Clerk

9 **County Council Matters**

9.1 In his absence Councillor Stone submitted a written report that was circulated to all members before the meeting and covered the following topics :-

9.1.1 Councillor Stone reported that Parish bids under the Jointly Funded Minor Highways Improvements Scheme had all failed

9.1.2 Councillor Stone advised that the £ 6M Government award for the Housing Growth Fund to help finance infrastructure in new developments has now been withdrawn

9.1.3 Councillor Stone reported that the Government is consulting on allowing local councils to retain council house rents. Currently half of all rents go to Westminster.

10 **District Council Matters**

10.1 Councillor Williams outlined the current procedures for the determination of planning applications and advised that an application can be referred to a full planning committee if the Parish Council and the Planning Officers recommendations differ. The Parish Council considered that this should be an automatic referral rather than at the discretion of SCDC councillors and planning officers.

10.2 Councillor Williams advised that he wanted to collate the names and addresses of all those who had written in favour or against the recent Renault FI testing days at the IWM in order that SCDC had an indication of local opinion. Following discussion it was decided that the Council should not provide personal information in accordance with the Data Protection Act and that there was such a very low response from Duxford residents that it would not provide an accurate representation.

11 **Finance**

11.1 **Accounts for Payment**

11.1.1 It was proposed by Mrs Chudleigh, seconded by Mr Martin and agreed by all that the following accounts be passed for payment :-

Ch No

F C Butler & Sons Maintenance contracts £ 144.33 1629
Buchans Landscapes Maintenance contracts £ 733.70 1630
CCC Street Lighting 2008/9 £ 1,855.86 1631
Kobweb Hosting Website hosting renewal £ 229.94 1632
CCC Youth summer BBQ £ 46.52 1633
Absolutely Flawless
Club (c/o CCC)
Youth summer BBQ £ 19.45 1634
M J Parker Parish Clerk duties £ 659.81 1635

11.2 **Correspondence** - None

11.3 **Approval of Annual Return 2008/9**

11.3.1 The Clerk advised that the return was still with the Internal Auditor

12 **Allotment Committee Report**

12.1 Mr Milton reported on the firsts Allotment Committee meeting that was held on the 16 July 2009. He advised that two allotment holders would be co-opted onto the Committee, one from the Duxford Allotment & Horticultural Society (DAHS) and one other allotment holder who is a Duxford resident and not a member of the DAHS.

12.2 Mr Milton reported that the Committee wished to install a notice board at the allotments to advertise minutes and other announcements. The cost would be in the region of £ 200 - £ 250. Following discussion it was agreed that as a further Council notice board is required outside Duxford School the matter would be included in the next Parish Council meeting for further discussion and a decision.

12.3 The agreed Terms of Reference for the new Allotment Committee are attached at Annex A of these minutes.

Clerk

13 **Reporting Council Matters in Chatterbox**

13.1 Mr Foster advised that, in order to raise the profile of the Parish Council, he had agreed with the editor of Chatterbox that the Council would have a regular entry in the magazine. The Council would edit its own contribution each month and Mr Foster and Miss Gittos would liaise regarding production.

Mr Foster
Miss Gittos

14 **URC - New Residents Welcome Tea**

14.1 The annual ‘New Residents Welcome Event’ organised by the URC and St John’s Church is scheduled for Sunday 13 September from 2 – 4pm in the URC church hall. The Chairman together with Mr Head and Mr Mogg agreed to attend.

Mr Paulding
Mr Head
Mr Mogg

15 **Diary**

15.1 The diary for August / September 2009 was circulated to all Councillors prior to the meeting.

16 **Next Meeting** Thursday 10 September 2009
17 **Close** The meeting closed at 9.54pm
Chairman
Date

ANNEX A
DUXFORD PARISH COUNCIL
ALLOTMENT COMMITTEE
TERMS OF REFERENCE

The Committee is responsible for the management, development and implementation of policies to preserve and enhance the Allotment Gardens at Moorfield Road, Duxford or other locations for the benefit of all local residents.

Membership

1 Membership of the Committee shall comprise four serving Parish Councillors and two allotment holders who are residents of the Parish of Duxford.
2 The Chairman of the Parish Council is ex-officio of the Allotment Committee and has full voting rights at Allotment Committee meetings.
3 Members of the Committee shall be elected at the Annual General Meeting of the Parish Council.
4 The Chairman and Vice Chairmen of the Committee shall be elected at the first meeting of the Committee following the Council's Annual General Meeting.

Meetings

1 Committee meetings are to be held at least twice a year as directed by the Chairman with one meeting to be the Open Allotment Holders meeting
2 Co-opted members shall have no voting rights
3 Two elected members of the Committee shall constitute a quorum for meetings.

Objectives

1 To advise and implement or make recommendations of any matters relating to the Allotment Gardens at Moorfield Road, Duxford
2 To prepare an appropriate budget for review by the Council's Finance Committee in November of each year and to monitor income and expenditure against the annual budget approved by the Council
3 To recommend expenditure on those matters which fall within the responsibility of the Committee up to the sums contained in the annual budget approved by the Council, provided that any new schemes shall be subject to prior approval in principle by the Council
4 To direct, monitor and review maintenance of the Allotment Gardens and ensure that they are in a safe and useable condition by the public
5 To approve or comment upon actions taken and reported by the Clerk on allotment matters and to work with the allotment holders to provide a well managed and cost effective service to allotment users.