DRAFT

MINUTES OF DUXFORD PARISH COUNCIL MEETING HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY 19 MAY 2011

Present Parish Councillors Mrs C Brown, Mr Butler, Mrs Chudleigh, Mr Chudleigh Mr Clarke, Mr Dee, Mr Foster, Mr Head and District Councillor Mr Martin with Mr Paulding in the chair. There were seven members of the public present.

ACTION

1 **Apologies for absence** Mrs D Brown and County Councillor Stone

2 **Minutes** of the Parish Council Meeting held on the 14 April 2011, circulated to all Councillors prior to the meeting, were agreed and signed by the Chairman.

3 **Matters Arising**

3.1 Item 6.1 The Clerk confirmed that he had responded to Mr Rice's request for a breakdown of the last invoice re water charges for the allotments.

3.2 Item 11.2 The Clerk advised that he had made enquiries regarding the possibility of providing a Portaloo on the allotments. A new unit would cost in the region of £ 3/4K , a second hand ex-hire model around £ 500 or rental costs of about £ 25 per week. In addition there would be extra costs for the installation, insurance and hygiene maintenance.

4 **Chairman's Announcements** - None

5 **Planning**

5.1 **Applications Received** - None

5.2 **SCDC Decisions Received**

Ref S/0500/11/F	Mr & Mrs Wordingham	42 Ickleton Road, Duxford Approval for extensions
Ref S/0408/11/F	Mr Russell	4 Hunts Road, Duxford Approval for an extension

5.3 **Correspondence** - None

6 **Open Forum**

6.1 Mrs Fountain (St John's Street) drew attention to the poor state of the children's play area on the Recreation Ground. She outlined items that require immediate repair and the general need for new play equipment. Mr Clarke advised that, following recent vandalism, certain items were in hand for repair. Meetings had and were being arranged with contractors with regard the damaged perimeter fencing. A Recreation Ground Committee meeting is scheduled for the 2 June when the new committee would discuss the current and future needs of the play area and how any improvements and new equipment could be funded. Mrs Fountain kindly agreed to attend the meeting.

6.2 Mr Friel (Green Street) complained about references to him in the campaign literature distributed by some of the other candidates in the recent Parish Council election. In particular he wished to know what the Chairman knew about the Police incident. The Chairman replied that he was informed that there had been a complaint regarding Mr Friel's aggressive behaviour. Mr Friel asked who had informed the Chairman and was advised that the Police made him aware. At this point Mr Clarke suggested that the content of the election campaign literature was not a matter for the Parish Council. The Chairman agreed.

6.3 Mr Rice (Kintbury) queried the content of correspondence received from the Scout Group at the last meeting. The Chairman explained that as the letters were for information only the Council did not discuss the content or need to respond to them. However, copies would be made available to Mr Rice if he wished to see them.

7 **General Correspondence**

7.1 Letter from CPALC outlining the level of support they offer to member council's. For information only.

7.2 Email from Duxford Scout Group giving official notice to the Parish Council that they have submitted a retrospective planning application for the perimeter fencing around their Moorfield Road allotments and change of use of part of the land. For information.

7.3 Letter from CCC advising that they intend to submit an application to the Department of Transport for powers relating to parking enforcement under the Traffic Management Act 2004. The effect of the application is that the County Council would become responsible for the enforcement of on-street and off-street parking restrictions. Councillors to send any comments they may have to the Clerk — All

7.4 Email from Mr Richards, Chairman of Duxford Bowls Club asking permission for parking adjacent to their bowling green on the Recreation Ground for the following special events :- Saturday 4 June, Friday 15 July, Sunday 31 July, Saturday & Sunday 21 & 21 August. This was agreed. — Clerk

The Club also requested permission for cars carrying disabled passengers to be allowed to park on the Recreation Ground, as required, for home matches. Following brief discussion it was agreed that the matter should be referred to the Recreation Ground committee for consideration. — Clerk

Mr Richards also drew attention to the two lighting columns on the footpath that runs along the rear of the Recreation Ground from Petersfield Road to Duxford Primary School are not working. The Clerk explained that as neither light had an identification number CCC would not accept a report of the faults. The County Lighting Engineer is now investigating the matter and the Clerk awaited his response.

7.5 Letter from Dr L Harris (St John's Street) raising issues regarding the maintenance and future of the children's play area on the Recreation Ground which had already been dealt with in Open Forum. Clerk to respond to Dr Harris accordingly. — Clerk

8 **County Council Matters**

8.1 In his absence, Councillor Stone submitted a written report that was circulated to all members at the start of the meeting. In his report Councillor Stone advised that the Inspector had judged the Cambridgeshire & Peterborough Minerals and Waste Plan upto 2026 sound. The Proposed Site Specific Development Plan would now be examined which includes a proposal to create a recycling centre off the Hauxton Road end of the Addenbrookes access road. Details of the dates and programme for hearing sessions will be known in due course.

9 **District Council Matters**

9.1 District Councillor Martin advised that as he was still going through the induction process for new councillors there was little to report as this early stage. However, he did report that there could be a need for another election for the Duxford & Ickleton District Councillor seat next May. Following the boundary change between Duxford and Whittlesford, residents in Station Road and Royston Road would now be consulted by SCDC as to whether they wished to remain in the Duxford ward or be represented in the Whittlesford ward. If they chose Whittlesford then a further election would be necessary.

10 **Finance**

10.1 **Accounts for Payment**

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

10 10.1 **Accounts for Payment** - continued

			Ch No
F C Butler & Sons	Maintenance contracts	£ 127.20	1767
CCC	Youth Club Support (1st quarter)	£ 1,100.00	1768
CPALC	Membership 2011/12	£ 574.60	1769
AON	Insurance renewal 2011/12	£ 2,683.72	1770
M J Parker	Parish Clerk duties	£ 556.95	1771

10.2 Correspondence - None

11 **New Communications Working Group**

11.1 The Chairman advised that the formation of the new working group was to co-ordinate and improve communications between the Parish Council and residents. This would include the village website, the village magazine and the possibility of regular newsletters. The group would arrange a meeting to discuss and format a strategy for the Council's further consideration. Mr Paulding Mr Clarke

12 **SCDC's Standards Committee & The Code of Conduct**

12.1 As briefly discussed at the last Council meeting, SCDC are considering whether to continue providing a committee to handle the Code of Conduct framework on behalf of Parish Council's. If they do so, Parish Councils will be responsible for the costs.

12.2 Following discussion and in response to SCDC's questions, it was agreed to submit the following comments :- Clerk

12.2.1 The Parish Council will re-adopt the existing Code of Conduct
12.2.2 The Council would prefer SCDC to provide a framework to administer the Code of Conduct
12.2.3 The cost of SCDC providing a framework would depend on the number of Council's who sign up and whether an annual subscription is charged or fees are charged on a case-to-case basis.
12.2.4 The Council would not choose to appoint the Clerk as Monitoring Officer. The cost of SCDC providing an officer is again dependent on the number of Councils who sign up and how many Councillors a particular Council has.
12.2.5 The Council do not feel it is necessary for SCDC to provide guidance and training re member conduct as this is already provided by CPALC

13 **Clerk's Contract of Employment**

Note Motion to Exclude Public and Press
The Chairman advised the meeting that 'It is hereby resolved in accordance with Section 1(2) of the Public Bodies (Admission to Meetings) Act 1960 that in view of the confidential nature of the business about to be transacted at Agenda Item 13 namely *The Clerks Contract of Employment* it is advisable in the public interest that the Public and Press be temporarily excluded from this meeting and they are herewith instructed to withdraw' The Public and Press duly left the meeting.

13.1 Following discussion, the Council agreed the Clerk's new Contract of Employment which was duly signed by the Chairman and Clerk

14 **Diary -** A revised diary for May-June was circulated to all members.

15 **Next Meeting -** Thursday 9 June 2011

16 **Close -** The meeting closed at 8.47pm

Chairman

Date