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 09 MAY 2019

		ACTION BY
	Present: Parish Councillors: Cllr Dickson, Cllr Harris, Cllr Heath, Cllr Hyde, Cllr Pell-Coggins, Cllr Skeates-Hall, Cllr Tarrant. Chairman Cllr O'Grady. Parish Clerk Joanne Depradines-Smith. Two members of the public in attendance. **Open Forum:** A member of the public raised concern that the road condition in Greenacres had not yet been addressed. The District Council are investigating this. **The Meeting commenced at 8pm -** The Chair welcomed all attendees to the meeting.	
78	**Apologies**: Cllr Dee and Cllr Young	
79	**Declaration of Interests**: None	
80	**Minutes**: The agenda and minutes of the Parish Council monthly meeting held on 11 April 2019, circulated to all members, were agreed and signed by the Chairperson.	
81	**Matters Arising:** **62-43:21:4:211d: Recreation Ground Land Registry** – Cllr O'Grady confirmed that documentation is now with the Land Registry. **63d: Gonville and Caius:** Cllr O'Grady confirmed that Gonville and Caius are to present at the June 2019 meeting regarding their local plans. This is to be advertised on the DPC website. **65a: Youth Club**: Cllr Harris confirmed the creation of a new working group to investigate teenage facility options. **69a: Playground seesaw:** Cllr O'Grady advised that sourcing a replacement piece of equipment has been postponed until Community Centre building works finish, as no vehicular access to the playground. **72: Public Art Contribution:** Cllr Tarrant is awaiting more detailed sketches of the new Biggen entrance barriers.	**Cllr Heath**
82	**Chairman's Announcements** **a. Huntsman:** Cllr O'Grady shared an email from Huntsman advising that to prevent repeated illegal Travelling Community encampments on their land, their field to the south of Duxford now has deep trenches around the perimeter. **b. Free TCV membership 2019:** Cllr O'Grady shared an email from The Community Volunteers confirming free membership this year, due to a grant from The People's Postcode Lottery.	

		ACTION BY
	c. IWM Neighbours' Forum: Cllr O'Grady shared an email from the DPC IWM representative reporting topics discussed at the recent forum. This is to be shared on the DPC website.	**Cllr Heath**
	d. U3A / Timebanking / Singing for Dementia, and Local taxi service discounts: Cllr O'Grady thanked Kelly Austin from Granta Medical Practices for visiting the Knitters and Natterers group in May to canvas opinion / appetite in Duxford regarding: i. Setting up increased U3A educational courses (being advertised locally). ii. Investing whether to have a Timebank: a community using time as a currency. iii. For a new choir to help with dementia (Sawston Choir oversubscribed). iv. To ask why local taxi firms, as subsidised by SCDC, do not extend to Duxford. Cllr O'Grady agreed to contact SCDC to see if this can be changed, especially with a reduced bus service in the village.	**Cllr O'Grady**
	e. South Cambs Local Facilities Plans: Cllr O'Grady shared an email from Knight, Kavanagh & Page Ltd who are working with SCDC to improve football facilities in South Cambs. DPC have responded with details and await a response.	**Cllr O'Grady**
	f. Zero Carbon Communities grants/schemes/proposals: Cllr O'Grady shared a communication from SCDC regarding possible grants for ecologically considerations. Cllr O'Grady will investigate further.	**Cllr O'Grady**
	g. Criminal activity – Cemetery cashboxes: Cllr O'Grady confirmed that cashboxes resulting from a break in at Hardwick Sports & Social Club the night before, were discovered at the entrance to Duxford Cemetery on 6th May. Since removed by the Police.	
83	**Planning:** **a. Applications received from SCDC:** As presented by Cllr Harris:	

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/1084/19/LB	20, St Johns Street, Duxford	External alterations to replace cement render with lime render, repair and replace windows (include for Slimline glazing units). Internal alterations to remove modern linings and replace with lime plaster, reconfigure doorways, remove secondary glazing, remove internal modern larder cupboard, remove floor linings and repair herringbone brick floor.	**A**
S/1150/19/FL	1 Chrishall Grange Cottages, Chrishall, Grange Road	New Agricultural Barn unit	**A**
S/4329/18/OL	Wellcome Genome Campus Hinxton	Outline planning permission with all matters reserved for a phased, mixed use development comprised of up to 150,000 square metres of Gross External Area (GEA) of flexible employment uses including research and development, office and workspace and associated uses falling within Use Classes B1 (office, laboratories, light industry), B2 (general industrial) and B8 (Storage) uses; up to 1,500 residential dwellings (Use Class C3); supporting community uses and social infrastructure including a nursery (Use Classes D1); conference facility (Use Class D1) and associated hotel (Use Class C1); retail uses including shops (Use Class A1), restaurants and cafes (Use Class A3) and bars (Use Class A4); leisure uses (Use Class D2); landscape and public realm, including areas for sustainable urban drainage and biodiversity enhancements; energy centre and utilities; site access (vehicular, cyclist and pedestrian), car and cycle parking and highways improvements; early landscape and enabling works; and associated works. (This application is subject to an Environmental Impact Assessment)	**REFUSED**

S/1038/19/FL	1, Carter Close, Duxford	Two storey and single storey rear extension	**A**
S/1335/19/FL	57, Moorfield Road, Duxford	Erection of a single storey rear extension, first floor extension over garage, creation of new access, use of timber cladding and painted infill panels and subdivision of existing dwelling into two.	**A**

b. Planning decisions confirmed by South Cambs District Council:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/0196/19/AD	Workshop And Offices, Moorfield Road, Duxford	2 x Illuminated fascia signs and x4 total signs,	**A**
S/0251/19/FL	Pumping Station at Duxford Grange, Duxford	Erection of glass reinforced plastic kiosk to house treatment processes in relation to Duxford Grange Pumping Station.	**A**

c. Planning correspondence:

i. A discussion took place regarding the Agritech planning proposal, that questions and comments be used in DPC's communications going forward. **Cllr Harris**

84 **Finance: Accounts for payment:** It was proposed by Cllr O'Grady, seconded by Cllr Tarrant, and agreed by all that the following accounts be passed for payment:

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT (£)
Malcolm Hyde	**Retrospective payment:** Cemetery bier house security – Lock: (To be refunded by Peasgood & Skeates)	**Bank Transfer**	61.99
Malcolm Hyde	**Retrospective payment:** Cemetery bier house security – Anchor: (To be refunded by Peasgood & Skeates)	**Bank Transfer**	18.75
Alan Lamb Associates	Community Centre expenses: Inv: 16/113/10	**Bank Transfer**	150.80
3C Shared Services	Amendment to S106 monies criteria (deed) (Sopwith Grange)	**Cheque 002215**	300.00
CAPALC	Annual membership	**Bank Transfer**	444.43
Envirocare	Contractor fees: The Biggen maintenance: Invoice:108220	**Bank Transfer**	45.00
Envirocare	Contractor Fees: St. John's Churchyard maintenance: Invoice: 108221	**Bank Transfer**	66.00
H. M. Land Registry	Land Registry for Recreation Ground	**Cheque 002214**	30.00
Playsafety Limited	Annual playground RoSPA inspection: Inv: 40883	**Bank Transfer**	120.00
Buchans	Maintenance contract – Recreation Ground: Inv: 1917	**Bank Transfer**	327.08
Buchans	Maintenance contract – Verges: Inv: 1918	**Bank Transfer**	657.60
J.P. Webster Construction Ltd	Brewery Field entrances works: Inv: 3190	**Bank Transfer**	11,040.00
Secure a Field	Brewery Field gates: one way opening kit x 3	**Debit Card**	77.36
Gillian Heath	Brewery Field gate lock (Halfords)	**Bank Transfer**	55.00
LGS Services	Payroll services: Inv: 00101361	**Bank Transfer**	118.80
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1172.56
		TOTAL	**£14,685.37**

ACTION BY

		ACTION BY

AUTOMATIC PAYMENTS FROM PREVIOUS AGENDA PUBLISHING DATE:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
1st of each month	Roy Gill	Maintenance contracts	**Standing Order**	945.83
			TOTAL	**£945.83**

85 **District Council Matters: Cllr McDonald was absent.**

86 **County Council Matters: Cllr Topping was absent.**

87 **DPC Audit documentation (including budgets) to be agreed and signed:** Completed.
Cllr Heath agreed to investigate if DPC Cemetery fees are equal to neighbouring Parish Councils, with a view to raising these, as not self-funding presently. — **Cllr Heath**

88 **Allotments Report**: Cllr Skeates-Hall confirmed that an inspection took place recently, and that damaged taps at the site are being replaced by the contractor presently. — **Cllr Skeates-Hall**

89 **Footpaths, Recreation Ground and Burials (FRG&B) Working Party Report:** Cllr Heath provided a report (see appendices):

a. **Retrospectively agree Land Registry fee (£30) for Recreation Ground:** Agreed.
b. **Bowls Club 2019 events access / parking**: This was agreed upon in principle, however, subject to Community Centre works – the Clerk will communicate this. — **Clerk**
c. **Tennis Club fundraising / donation request:** Following a discussion, it was decided not to donate funds to the Club, in light of funding the new Community Centre. — **Clerk**

90 **Brewery Field report (see appendices):** Cllr Heath provided a report (see appendices)

a. **Retrospectively agree purchase of gate security lock:** Agreed.
b. **Retrospectively agree purchase of 3x one way gate opening mechanisms:** Agreed.

91 **Village Hall Report:** Cllr O'Grady confirmed that the Ground-breaking event will take place on Saturday, 18th May, for publicity purposes**.**

92 **Parish Clock thank you plaque: discuss and agree plaque, including location:** Cllr O'Grady invited Dr Trish Chudleigh to share the dimensions, material and content of the plaque, which will fit upon the wooden slats of the War Memorial green bench. This was unanimously agreed upon.

93 **Royal Death responsibilities: discuss and agree purchase of condolence book and memoriam location (flowers):** It was unanimously decided to purchase a book of condolence, to be located in the Laceys Way Centre or Community Centre (once open), up to the value of £35. This will remain in the Clerk's office until required. A location for flowers was not decided upon. — **Clerk**

94 **Surgery Report:** A parishioner shared concern regarding speeding along Hunts Road, and was advised of the options being considered by DPC, such as electronic speed signs.
It was decided to postpone the decision to continue with surgeries going forward until June. — **June meeting**

95 **Diary and next meetings:**

- 01 June at 10.30am - Monthly Parish Council Surgery.
- 13 June at 8pm – Monthly Parish Council Meeting

96 **Meeting closure:** 9.30pm.

Signed:

Dated:

Appendix 1: FRG&B Report from Cllr Gillian Heath

The Biggen:

◦ The Forest School have identified some areas that they consider need attention. We will meet with them on site in the next couple of weeks to decide the best way forward.

2. Cemetery

◦ As cemetery management and burials should be cost neutral, fees will need to increase, particularly as we are no longer permitted to charge a premium to non-residents.

◦ DPC will discuss the options and make a recommendation for new prices.

◦ DPC continues to investigate options for dealing with refuse, both green and general litter.

3. The Rec. and the Playground

◦ The Community Centre's Ground-Breaking Ceremony will be held at 12 noon on the 18th May. All are welcome to attend this long-awaited day!

◦ When work on the community centre begins in earnest, most of the central section of the Rec. will be fenced off for security. It is hoped that limited access between the football pitches and the playground will be maintained, other than via Liberty Lane.

Regular and frequent information bulletins will be displayed via all the usual channels.

◦ We are discussing with the contractor how they will access the rear of the site

◦ Replacement of the seesaw has been postponed until further notice

Appendix 2: Brewery Field Report from Cllr Gillian Heath

The entrances have now been constructed and look great – we will soon adjust the gates so that they cannot open outwards and have already planted some more hedging to fill the gaps.

• There is a fully accessible pedestrian entrance at the Hunts Road end, with tactile paving and a drop kerb opposite. DPC will consult Highways on how to prevent cars parking in front of the drop kerb.

• The second pedestrian entrance is at the Elms Close end, where we have planted more hedging on the bank.

• Sadly, we have not been able to connect the Elms Close corner footpath to this entrance, as there was a risk of de-stabilising the adjacent telegraph pole and fencing, due to the considerable level difference. We hope to do this in the future, when funds are available.

• For those that are wondering why the central maintenance vehicle entrance gate isn't set back into the field, this was a specific instruction from Highways, who said there must be no possibility that the space will be used by school traffic.

• The central vehicle gate will remain locked, with keys held only by the appointed contractors and Duxford Parish Council.

• The spoils from the digging out have been left in the area of the proposed habitat mound.

• Two small trees that had to be removed have been left on site; these will be cut up and the materials stacked for the creation of habitat and bug/bee hotels.

• We hope to get the grass cut according to the design before the May airshow weekend.

• Friends of Duxford Green Spaces (FODGS) will shortly set a date for its AGM, to which all those that have expressed an interest in contributing practical skills or financial assistance will be invited. Everyone will be welcome, even if not a member of FODGS *(though please do consider joining and helping to preserve and enhance all of Duxford's green spaces)*.

• Construction of paths and further landscaping will commence only towards the end of July, so although there are now safer entrances onto the field, **please note that there will be no connecting paths for a while yet.**