Clerk: Mrs Joanne Depradines-Smith **Chairman: Mr Peter Dee**
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MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD VIA VIDEO-CONFERENCING (ZOOM) ON THURSDAY 09 APRIL 2020 AT 8PM

CORONAVIRUS OUTBREAK

		ACTION BY
	Present: Parish Councillors: Cllr Harris, Cllr Heath, Cllr Hyde, Cllr Pell-Coggins, Cllr O'Grady, Cllr Tarrant and Cllr Young. Chairman Pete Dee and Parish Clerk Joanne Depradines-Smith. District & County Cllr Peter McDonald. Three members of the public. All online. **Open Forum: None** **The Meeting commenced at 8.08pm:** Meeting delayed due to initial technical difficulties. The Chair welcomed all attendees to the meeting.	
68	**Apologies**: Cllr Dickson and Cllr Skeates-Hall.	
69	**Declaration of Interests**: **Item 75: Finance – the return of DCC donation in part:** Cllr Dee and Cllr Tarrant as DCC Trustees.	
70	**Minutes**: The agenda and amended minutes of the Parish Council monthly meeting held on 12 March 2020, and the Extraordinary meeting held on 25th March 2020, as circulated to all members, were agreed and signed by the Clerk on behalf of the Chairperson.	
71	**Matters Arising:** **52A: Brewery Field dual usage bin:** Cllr Heath confirmed that this is a work in progress. **53: Hunts Road safety barrier:** The Chairman confirmed that this is a work in progress. **53A: Community Centre lease:** The Chairman confirmed that the draft lease is delayed at the Solicitors and that it will only be finalised after being agreed upon at a future DPC meeting. **55: Public Art Contribution:** Cllr Tarrant confirmed that the blacksmith in Cottenham is working on The Biggen entrance gates as per the quote provided. This does not include galvanising or installation. **57: Christmas Meal 2020**: Cllr Pell-Coggins confirmed that this is a work in progress.	**Cllr Heath** **Chairman** **Chairman** **Cllr Tarrant** **Cllr Pell-Coggins**
72	**Chairman's Announcements:** The Chairman shared the following: **a. Agritech:** The Chairman confirmed that the Agritech planning proposal for near Hinxton Village had had its appeal dismissed by the Secretary of State. The Chairman thanked Cllr Harris for his hard work and efforts representing DPC in this regard.	

		ACTION BY
	b. Duxford Covid Group: The Chairman thanked the Parish Councillors, Team Leaders and various volunteers for their excellent teamwork supporting the needs of the vulnerable and self-isolating in Duxford during the Corona Virus crisis. **c. Online Meetings legislation:** The Chairman confirmed that new, urgent legislation has made PC online meetings legal and recommended since the crisis began. **d. Chairman position:** The Chairman confirmed that he intended to stand down from the role at the AGM the following month, and asked all Cllrs to confirm their existing roles or applications for new roles to the Clerk within two weeks.	**All**
73	**Covid-19 / Corona Virus Report:** Cllr O'Grady confirmed that the group has a Core Team, including Team Leaders, Parish Council representatives, and volunteers, all of which manage a much increased prescription collection and delivery service (free & prepaid only) and shopping service. SCDC are using the Duxford model to ask other PC's to achieve the same, and are supplying protective equipment for volunteers. The crowdfunding account has a balance exceeding £2300.00, in addition to the £5000.00 DPC agreed to donate on 25th March 2020. The monies from the account will be paid into DPC's current account to cover expenses / costs, as agreed. Monies will only be used with permission from both the Duxford Covid Group and DPC as a whole. Cllr O'Grady has applied for monies from the National Lottery to support the group, in anticipation of setting up a food / essential supplies bank to those running out of both funds and provisions.	**Cllr O'Grady / Clerk**
	a. Telephone box library access: After much discussion, a vote was taken 6/2 in favour of keeping the telephone box library open, on the basis that hand sanitizer is provided and signage warning of the contamination risks installed.	**Clerk**
74	**Planning:** **a. Planning applications received from SCDC:** See appendices. **b. Planning decisions confirmed by SCDC:** See appendices. **c. Planning correspondence:** It was gratefully acknowledged that Professor Willy Brown, the late Chairman of Hinxton PC, was instrumental regarding the Agritech planning application.	
75	**Finance: Accounts for payment:** See appendices: **VE Day payments:** A discussion took place regarding the DPC debit card payments for VE Day items on the payments list. These items were agreed for purchase by the Clerk, Chairman and Vice-Chairman collectively, as agreed precepted budget, and online purchases with delivery deadlines; however, they were not shared with all Cllrs before purchase. Neither were the toner cartridges, as also precepted. The Clerk will investigate whether items already precepted for can be ordered under a certain amount, and bring a proposal for amending the DPC financial regulation policy to the next meeting.	**Clerk**
	Refund of the DCC donation in part: After an initial presentation from the Chairman, both the Chairman and Cllr Tarrant withdrew from this item. After much discussion, it was agreed not to pay the payment to DCC this month, in favour of postponing the decision of whether to refund any monies, until the DPC / DCC lease is finalised. (Vote: 4/1 with 1 abstained)	

		ACTION BY
76	**District and County Council Matters:** See appendices. .	
77	**Allotments Report:** Cllr O'Grady confirmed that potholes works were a work in progress.	**Cllr O'Grady**
78	**Operations (FRG&B) Report:** Cllr Heath confirmed that most contractors are still working, and still awaiting a report regarding tree roots affecting a grave in the Cemetery. **a. Discuss and agree Recreation Ground security including height restriction access:** This item was carried over pending installation quotes.	**Chairman / Cllr Hyde Cllr Heath**
79	**Brewery Field Report:** Cllr Heath confirmed that the new telegraph pole has been installed, with transference from the old pole pending.	**Cllr Heath**
80	**Community Centre Report:** **b. Discuss and agree building signage quotes:** The Chairman confirmed that this is a work in progress. **c. Discuss and agree new AED / Defibrillator:** Cllr Pell-Coggins confirmed that this is a work in progress.	**Chairman** **Cllr Pell-Coggins**
81	**Road Safety: Discuss and agree Highways priorities and LHI options**: Cllr Tarrant invited all new LHI ideas, as the deadline for submission is open ended presently. Options include the Laceys Way dropped kerbs second request, a 20mph speed limit on Chapel Street / Moorfield Road, and the Liberty Lane / Hunts Road junction safety improvements.	**All**
82	**Teenage monies (S106): Discuss and agree provision for teenage facilities:** Cllr Harris confirmed that gathering data from the Scouts is delayed due the lockdown. Cllr Heath noted that this item has now been on the DPC agenda for 3 years, and pointed out that the proposal for a junior skate-ramp on Brewery Field remained the only idea on the table.	**Cllr Harris**
83	**Insurance for Community Centre:** It was agreed to extend our building and contents insurance in respect of the Community Centre until the foreseeable future, as per a quote from our insurance company of £ £1,012.98 after renewal in June 2020.	**Clerk**
84	**DX Club: Discuss and agree donation request:** After much discussion, it was decided to ask the management if help was still required and in what regard before revisiting, is applicable.	**Clerk**
85	**Diary and next meetings:** • 14th May – Annual General Meeting at 7.30pm. • 14th May – Monthly Parish Council Meeting at 8pm. • 11th June – Monthly Parish Council Meeting at 8pm.	
86	**Meeting closure:** 9.38pm **Signed:** **Dated:** **3 Appendices to follow:**	

Appendix 1: Planning: As presented by Cllr Harris using SCDC online links:

a. Planning applications received from SCDC:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/4404/19/FL	23 Greenacres Duxford	Part first & ground floor side extension	**A**
20/01339/FUL	Imperial War Museum, Duxford	Dismantling and removal of the existing Bailey bridge structure across the A505 between the north and south sites of the Imperial War Museum and replacement with a new Bailey bridge structure in the same location/arrangement.	**A**

b. Planning decisions received from SCDC:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/0089/20/FL	Duxford Lawn Tennis Club, Duxford	Installation of LED floodlighting for both courts and renovations	**A**

Appendix 2: Accounts for payment: As authorised by the Chairman and Cllr O'Grady:

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Cambridge Water	**Retrospective:** Cemetery water fees	**Bank Transfer**	95.84
Cartridgesave	**Retrospective:** Clerk printer supplies	**Debit Card**	206.57
Royston & District Community Transport	**Retrospective:** Annual donation	**Bank Transfer**	50.00
Duxford Bowls Club	**Retrospective:** Refund of electricity costs re: CCentre	**Bank Transfer**	268.00
F C Butler & Sons	**Retrospective:** Allotment taps works	**Bank Transfer**	135.00
Running Imp	**Retrospective:** VE Day decorations	**Bank Transfer**	141.50
Moocow Studios	**Retrospective:** VE Day pens	**Bank Transfer**	115.14
Mercer Tree Services	**Retrospective:** Cemetery re tree root. Inv: 814/20	**Bank Transfer**	270.00
Envirocare	**Retrospective:** The Biggen: Inv:124513	**Bank Transfer**	45.00
Envirocare	**Retrospective:** Churchyard: Inv:124514	**Bank Transfer**	66.00
J Depradines-Smith	**Retrospective:** Clerk mobile telephone top up	**Bank Transfer**	10.00
HMRC	**Retrospective:** End of financial year re Clerk	**Bank Transfer**	748.07
Jaggard Projects Ltd	Community Centre build: Invoice 20004	**Bank Transfer**	57255.00
Alan Lamb Assoc.	Community Centre build: Invoice 16/113/21	**Bank Transfer**	7038.00
Atom Technologies	Community Centre alarms: Inv. SIN 001240	**Bank Transfer**	757.20
Birketts	Community Centre Solicitor charges re lease	**Bank Transfer**	2142.00
Duxford Community Centre charity	Return of donation in part for Community Centre **NOT PAID: SEE MINUTES**	**Bank Transfer**	20287.74
Airedale Catering Equipment Limited	Community Centre kitchen: Invoice SIN029980	**Bank Transfer**	39394.80
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1462.50

TOTAL: £130488.36

Automatic payments from previous agenda publishing date:

1st of month	Roy Gill	Maintenance contracts	**Standing Order**	945.83
06/03/2020	Nest	Clerk pension contribution	**Direct Debit**	52.17
12/03/2020	E-on	Com Centre electricity	**Direct Debit**	1096.45

TOTAL: £2094.45

Appendix 3: District & County Council Report:

Not surprisingly my month report will focus entirely on the current C19 crisis

Bins

SCDC advised residents that there will be changes to bin collection days due to the Easter and Early May Bank Holidays. It also wraps up the latest details about how all waste services (bin collections, recycling banks, HRCs) are impacted by the Coronavirus outbreak. In terms of changes to bin days, we will just catch up from Easter, then collection days will be later again due to the Early May Bank Holiday. Bin collections in Cambridge City and South Cambridgeshire will be later than usual during the Easter period and after the Early May Bank Holiday.

Collections of green bins are suspended until 4 May due to the impacts of the Coronavirus on bin crews. Around a third of bin collection staff are off work with symptoms or are self-isolating.

All collections scheduled from Good Friday 10 April to Friday 24 April and from Friday 8 May to Friday 15 May will take place on a later date than usual, and residents can **check their collection days online.**

Virtual meetings

TO ALL PARISH COUNCILS IN CAMBRIDGESHIRE & PETERBOROUGH

As you may know all local authorities have been waiting for emergency legislation which would allow us to have council meetings without councillors being physically present in the room. The Coronavirus Act was passed by Parliament at the end of last week and it contained s78 which dealt with the issue of Local Authority Meetings. The Act didn't contain any detail itself so we had to wait for the Secretary of State to publish regulations to set out the detail. These regulations have now been published this afternoon and come into force on Saturday. Please read the detail below and circulate it to your parish councillors as soon as possible.

The Government has issued the regulations that will give local authorities greater flexibility in the conduct of meetings, including allowing members to attend remotely, and for public and press access to those meetings.

The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020 will come into force on 4 April.

They apply to local authority meetings and police and crime panel meetings that are required to be held, or held, before 7 May 2021.

The Explanatory Memorandum can be found on our website. On the purpose of the Regulations this states:

"These Regulations make provision to enable local authorities to hold meetings remotely including by (but not limited to) telephone conferencing, video conferencing, live webcast, and live interactive streaming. The Regulations further modify existing legislative provisions to remove the requirement for local authorities to hold annual meetings, and to enable requirements for public and press access to local authority meetings and associated documents to be complied with through remote means and website access.

"For the purposes of these Regulations, a local authority includes county councils, district councils, combined authorities, parish councils, joint committees constituted to be a local planning authority, fire and rescue authorities and national park authorities. The Regulations apply to meetings of a local authority, an executive of a local authority, a joint committee of two or more local authorities, and a committee or sub-committee of any of those bodies.

"Part 4 of these Regulations makes provision to enable all Police and Crime Panels in England and Wales to hold meetings remotely including by (but not limited to) video conferencing, live webcast, and live interactive streaming, and to enable requirements for public and press access to Police and Crime Panel meetings to be complied with through remote means and website access."

The Memorandum says: "Legislation is needed because existing primary legislation requires local authorities to hold annual meetings in the period March to May, and also that meetings must be in person, requiring attendance of all the members at a place together. The measures will help local authorities redeploy their resources to deal with the pandemic and ensure essential business continues whilst upholding democratic principles and protecting the health and safety of members, officers and the public in line with official public health guidance. The local authority sector has asked for the flexibilities to be in place as soon as possible and it is clearly vital that this is achieved." It adds:"Being able to hold all meetings flexibly, including annual meetings, executive meetings, and committee meetings, allows local authority business to continue while adhering to official public health guidance. It also allows the public the same flexibility to attend whilst adhering to the guidance."

The Regulations were made by the Secretary of State for Housing, Communities and Local Government, in exercise of the powers conferred by section 78 of the Coronavirus Act 2020(1) and paragraph 36(1)(b) of Schedule 6 to the Police Reform and Social Responsibility Act 2011(2).

Of particular interest will be Regulation 5 which sets out the conditions for remote attendance as follows:

5.—(1) A reference in any enactment to a meeting of a local authority is not limited to a meeting of persons all of whom, or any of whom, are present in the same place and any reference to a "place" where a meeting is held, or to be held, includes reference to more than one place including electronic, digital or virtual locations such as internet locations, web addresses or conference call telephone numbers.

(2) For the purposes of any such enactment, a member of a local authority (a "member in remote attendance") attends the meeting at any time if all of the conditions in subsection (3) are satisfied.

(3) Those conditions are that the member in remote attendance is able at that time—

(a) to hear, and where practicable see, and be so heard and, where practicable, be seen by, the other members in attendance,

(b) to hear, and where practicable see, and be so heard and, where practicable, be seen by, any members of the public entitled to attend the meeting in order to exercise a right to speak at the meeting, and

(c) to be so heard and, where practicable, be seen by any other members of the public attending the meeting.

(4) In this regulation any reference to a member, or a member of the public, attending a meeting includes that person attending by remote access.

(5) The provision made in this regulation applies notwithstanding any prohibition or other restriction contained in the standing orders or any other rules of the authority governing the meeting and any such prohibition or restriction has no effect.

(6) A local authority may make other standing orders and any other rules of the authority governing the meeting about remote attendance at meetings of that authority, which may include provision for—

(a) voting;

(b) member and public access to documents; and

(c) remote access of public and press to a local authority meeting to enable them to attend or participate in that meeting by electronic means, including by telephone conference, video conference, live webcasts, and live interactive streaming.

With local authorities not required to hold annual meetings under these regulations, current appointments will continue until the next annual meeting of the authority or when the local authority determines, the Explanatory Memorandum states. "This provides, in the absence of an annual meeting, continuity of membership."

South Cambs Patch Lists

You should be aware of which patch you are in and who is your dedicated Patch Officers:

Parish & Community Q & A

There is a community Q & A available on our website.

Business Support

Supporting local businesses – guidance for parish councils and community groups

As part of the Council's Covid-19 response, we are trying to urgently support businesses in the district who are struggling during this difficult period. We don't have a single database for all businesses in the district, as not all businesses are registered for business rates. To help us get a list together as quickly as possible, could you help by sharing with us any mailing lists or databases you have on this including:

- Sole traders
- Home based businesses
- Community enterprises and charities including CICs

We want to ensure that we can put in place, as quickly as possible, appropriate support to help businesses through the next few months, and fill the gaps around the central government support offer where we can. We will be proactively contacting businesses to find out what they need, so any help you can give in providing details for our emerging database would be very helpful.

Please also use whatever communications channels you have (social media, websites etc.) to spread the word about this appeal, and encourage any businesses of these types to flag themselves to us.

Cambridgeshire County Report

Library service changes in Cambridgeshire

Following Government guidance, all Cambridgeshire County Council library buildings closed on Monday 23rd March and will remain closed until further notice. During this time:

- Overdue charges have been suspended and return dates have been extended throughout the closure period
- Reservations for stock will not be accepted at this time. Any existing reservations will be satisfied when libraries re-open.
- A number of digital services will be provided. To browse our eBooks, eMagazines, eNewspapers and three suppliers of eAudiobooks, visit our Online Library webpage
- To stay up to date with the latest Cambridgeshire County Council library news, sign up the our e-newsletter

Changes to bus services across Cambridgeshire and Peterborough

As Government social distancing during the Covid-19 outbreak continues, a number of bus companies across Cambridgeshire and Peterborough have announced changes to their timetables.

- Stagecoach timetable changes in Peterborough and Cambs – Updates to bus services – Further temporary changes to Stagecoach bus timetables will be introduced in Cambridge and Peterborough from Sunday, 5th April. Critical routes will be maintained wherever possible. Visit the Stagecoach website
    - Cambridge – Changes to 1, 2, 3, 4, 5, 6, 7, 8, 9, 11, 12, 13, 13A, 13B and 13X, 16A, 18, 19, 25, H, X8 and 39.

Sharing Parish Updates

You are welcome to share this Parish Update by forwarding the email to people in your community, who can also subscribe to receive updates from Cambridgeshire County Council by registering and selecting 'Parish and District Updates' from the list under Covid-19.

Park & Ride

Naturally given the changed work practises the P & R service is adjusted.

Rail Season Ticket Refunds Greater Anglia are trying to process these as fast as possible.

Royston & District Community Transport. They are keen to get some younger drivers during the Covi19 crisis.

Govia Thameslink

They are now running a Sunday style service

Safeguarding

Children's Safeguarding

If you are concerned that a child may be suffering physical, sexual or emotional abuse or neglect or is at risk of significant harm you should contact Children's Services using one of the following: • Cambridgeshire children: 0345 045 5203 ReferralCentre.children@cambridgeshire.gov.uk • Peterborough children: 01733 864180 • Out of Hours Emergency Duty Team (EDT): 01733 234724 If you are a professional you can report a safeguarding concern using the Cambridgeshire & Peterborough Safeguarding Referral Form. All telephone referrals will need to be followed up in writing within 24 hours by the referring professional.

Adult Safeguarding

If you have concerns for an Adult, you should contact Adult Services using one of the following: Cambridgeshire County Council • Telephone: 0345 045 5202 • Email: referral.centre-adults@cambridgeshire.gov.uk Peterborough City Council • Telephone: 01733 747474 • Email: adultsocialcare@peterborough.gov.uk Between Monday to Thursday 5pm to 8am and Friday 4pm to Monday 8am, adult safeguarding concerns can be directed to the Emergency Duty Team (EDT) – 01733 234724

End.