Clerk: Mrs Joanne Depradines-Smith **Chairman: Mr Roy O'Grady**
24b Laceys Way, Duxford, Cambridgeshire, CB22 4SE
Telephone: 07481 127032
Email: clerk@duxfordvillage.com

MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD VIA VIDEO-CONFERENCING (ZOOM) ON THURSDAY 14 MAY 2020 AT 8PM

CORONAVIRUS OUTBREAK

		ACTION BY
	Present: Parish Councillors: Cllr Dee, Cllr Harris, Cllr Heath, Cllr Hyde, and Cllr Young. Chairman O'Grady and Parish Clerk Joanne Depradines-Smith. District & County Cllr Peter McDonald. Two members of the public. All online.	
	Open Forum: None	
	The Meeting commenced at 8.05pm: The Chairman welcomed all attendees to the meeting.	
87	**Apologies**: Cllr Dickson, Cllr Pell-Coggins and Cllr Skeates-Hall.	
88	**Declaration of Interests: None**	
89	**Minutes**: The agenda and amended minutes of the Parish Council monthly meeting held on 09 April 2020, as circulated to all members, were agreed and signed by the Chairman.	
90	**Matters Arising:** **71: 52A: Brewery Field dual usage bin:** Cllr Heath confirmed that this is to be purchased. **71: 53: Hunts Road safety barrier:** The Chairman confirmed that this is a work in progress. **71: 53A: Community Centre lease:** Cllr Dee confirmed this is a work in progress.	**Clerk** **Chair** **Cllr Dee**
91	**Chairman's Announcements:** The Chairman shared the following: **a. Thanks:** The Chairman thanked Cllr Dee for his five successful years of Chairmanship, and Cllr Tarrant for her five years as a Councillor (as retired this month). **b. Thanks:** The Chairman thanked Michael Butler for very kindly placing obstacles at the two entrances of the Recreation Ground recently, so as to avoid a potential illegal travelling encampment. These are to be removed at the end of the week. **c. Recreation Ground fitness classes:** A request to hold fitness classes on the Rec has been received. It was agreed upon providing the class follow Government Covid-19 safety guidelines at all times. **d. Human and dog fouling in the village:** Reports of human waste at the rear of the allotments site, and increased dog waste on pavements were acknowledged. This is to be monitored. **e. APM:** The Chairman confirmed that the Annual Parish Meeting for 2020 is now cancelled.	**Clerk**

		ACTION BY
	f. Ford signage for cyclists: An email suggesting further signage was acknowledged only, as County Council Highways responsibility. **g. Agricultural land query:** An email expressing concern regarding an area of local natural meadow and hedging being farmed was acknowledged. **h. Planning:** An email from South Cambs District Cllr Heather Williams querying SCDC planning policy was acknowledged.	
92	**DPC Audit 2020:** The Audit documentation, including accounts, was read aloud, agreed upon and completed. The Chairman advised that the internal audit aspect was pending, as unavailability.	**Clerk**
93	**Covid-19 Report:** **a. Foodbank / Community Larder and potential hot meals service:** It was agreed to use the as yet unopened Community Centre as a local foodbank called the Community Larder (Give, Take & Share). The Chairman confirmed that a grant had been successfully received from The Football Association towards providing meals (a work in progress); and a National Lottery grant had been applied for. **b. Covid funds release:** It was agreed that monies received into the DPC bank account for Covid use could be debited by the Clerk without full DPC permission. The Clerk will seek permission from both the Chairman and Vice-Chairperson for all debits going forward and actions will be clearly documented. **c. High viz purchase:** It was retrospectively agreed to purchase DPC logo high viz jackets for temporary use by Duxford Covid volunteers delivering around the village. In the long term, these can be used for DPC events such as Remembrance Sunday road closures.	**Covid Team** **Clerk**
94	**Planning:** **a. Planning applications received from SCDC:** See appendices. **b. Planning decisions confirmed by SCDC:** See appendices. **c. Planning correspondence:** Cllr Harris confirmed that Uttlesford District Council have withdrawn their Local Plan.	
95	**Finance: Accounts for payment:** See appendices:	
96	**District and County Council Matters:** See appendices. a. Cllr McDonald will investigate any future plans for DPC to take responsibility for or pay costs towards any existing streetlights in the village, as not responsible for any presently, as confirmed by SCDC recently (unprecepted). b. Cllr McDonald confirmed that if a Parish Council requests a planning application to be discussed by the SCDC Planning Committee, this will happen. c. Cllr McDonald agreed to investigate if any SCDC grants could be available to help towards Community Centre maintenance costs.	**Cllr McDonald** **Cllr McDonald**
97	**Allotments Report:** a. **Track works:** A quote from Hortiservices for remedial works was agreed upon (£360.00)	**Clerk**
98	**Operations (FRG&B) Report:** See appendices. **a. Discuss and agree Recreation Ground works and equipment**: Inspections works were agreed upon. The Chairman will make enquiries and bring equipment options to replace the old see-saw to the next meeting.	**Chairman**

		ACTION BY
	b. Discuss and agree Liberty Lane clear up quotes: A quote from Envirocare was agreed upon (£330) to bring the lane to standard for wheelchair / mobility vehicle use going forward.	**Clerk**
	c. Discuss and agree two new memorial benches for the Recreation Ground (next to Community Centre: This was agreed upon as long as identical and in-keeping with immediate surroundings.	**Cllr Dee**
	d. Discuss and agree Cemetery tree roots works (grave encroachment): This item was carried over as quote not yet received.	**Clerk**
99	**Brewery Field Report:** See appendices. a. **Community Chest match funding:** It was agreed to match fund monies (£876) from SCDC, in order to receive the grant.	
100	**Community Centre Report:** **a. Discuss and agree Football Association grant expenditure:** After much discussion, it was decided to use the £20,000.00 grant monies towards acoustics, security caging for external equipment, a height restriction access bar, signage and remedial landscaping. It was agreed to obtain a quote for acoustics for the café area in addition to halls.	**Cllr Dee**
	b. Discuss and agree new AED / Defibrillator: Item carried over in the absence of Cllr Pell-Coggins.	**Cllr Pell-Coggins**
101	**Road Safety:** **a. Discuss and agree LHI options**: Cllr Hyde and Cllr Heath will investigate the merit of reapplying for dropped kerbs in Laceys Way, or whether this is a SCDC obligation. Another option being investigated is path improvement works next to the village sign at the Hunts Road / St. John's Street junction.	**Cllr Hyde / Cllr Heath**
	b. Discuss and agree Soap Box Derby and Remembrance Sunday road closures: Agreed.	
102	**DPC Insurance 2020/21 renewal quote:** Agreed (£2736.24)	
103	**Teenage monies (S106): Discuss and agree provision for teenage facilities:** This item was carried over pending research results.	**Youth project working party**
104	**DX Club: Discuss and agree donation request:** The Chairman confirmed that the Club are now in an improved financial position and a donation is no longer necessary.	
105	**Diary and next meetings:** • 11th June – Monthly Parish Council Meeting at 8pm. • 9th July – Monthly Parish Council Meeting at 8pm. • 13th August – Monthly Parish Council Meeting at 8pm – to be decided upon**	
106	**Meeting closure:** 9.51pm	
	Signed:	
	Dated:	
	5 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
20/01439/FUL	Grange Farm Grange Road Duxford	Erection of a storage and maintenance building for farm machinery with a small lean-to on one side to be used as a farm office	**A**
20/01236/HFUL	40 Ickleton Road Duxford	Erection of Car Port	**A**
20/01242/HFU	12 Hinxton Road Duxford	Single storey side and rear extension	**A**

b. Planning decisions received from SCDC:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/4404/19/FL	23 Greenacres Duxford	Part first & ground floor side extension	**A**
S/0183/20/FL	Imperial War Museum	Duxford Installation of low level airfield lighting scheme	**A**

Appendix 2: Accounts for payment: As authorised by the Chairman and Cllr Heath:

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Roy O'Grady	**Retrospective:** Zoom fees: online meetings	**Bank Transfer**	143.88
Julian Pell-Coggins	**Retrospective:** Covid volunteer high viz tabards	**Bank Transfer**	144.24
Buchans	**Retrospective:** Invoice 2162	**Bank Transfer**	87.94
Buchans	**Retrospective:** Invoice 2189	**Bank Transfer**	1065.81
Buchans	Maintenance contract: Invoice 2221	**Bank Transfer**	641.30
Buchans	Maintenance contract: Invoice 2222	**Bank Transfer**	1173.90
Buchans	Maintenance contract: Invoice 2223	**Bank Transfer**	294.84
Buchans	Maintenance contract: Invoice 2231	**Bank Transfer**	87.94
Duxford Bowls Club	Contribution towards Cambridge Water invoice re Community Centre building works	**Bank Transfer**	100.00
Alan Lamb Assoc.	Community Centre build: Invoice 16/113/22	**Bank Transfer**	429.60
Alan Lamb Assoc.	Community Centre build: Invoice 16/113/23	**Bank Transfer**	960.00
Cambridge Water	Allotments water	**Bank Transfer**	364.82
Claire Curran	Covid volunteer expenses mileage/ shopping	**Bank Transfer**	53.42
The Conservation Volunteers	Annual membership	**Bank Transfer**	10.00
Mary Hoad	War Memorial planting	**Bank Transfer**	24.00
RoSPA	Playground inspection: Invoice: DUXFR001	**Bank Transfer**	115.80
Envirocare	Maintenance contract: Invoice: 125804	**Bank Transfer**	60.00
Envirocare	Maintenance contract: Invoice: 125805	**Bank Transfer**	66.00
HMRC	Quarterly payment	**Bank Transfer**	265.38
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1360.69

TOTAL: £7,449.56

Automatic payments from previous agenda publishing date:

07/04/2020	E-on	Community Centre electricity	**Direct Debit**	893.46
07/04/2020	Nest	Clerk pension contribution	**Direct Debit**	78.64
07/05/2020	Nest	Clerk pension contribution	**Direct Debit**	66.01

TOTAL: £1038.11

Appendix 3: Operations Report:

1. Tree Works
The inspection pit dug in the cemetery has indicated that the tree root is growing across the top of one of the graves, making it impossible for another internment to take place. The quote for cutting off the root and adding a barrier will be provided by Mercer prior to the May meeting. **DPC is invited to discuss and agree to cover costs from tree fund.**

2. Maintenance Contracts
The new contracts began 1st April. We are generally very happy with the work from all contractors, new and existing. We have requested that they return to complete a few tasks, including clearing weeds from the footpaths and working on the rear of the millennium garden which remains very overgrown.

3. Footpaths and Verges
Liberty Lane needs to be cleared of encroaching vegetation so that mobility vehicles can easily access the new community centre. Buchans have quoted £400 to complete this work.
DPC is invited to discuss and agree to cover this cost.
We would still like to improve the footpath in front of the school on St John's Street and around the corner into Hunts road. Ideally it needs to be widened and resurfaced so that there is a proper run-off when weather is wet. Parents and children are having to avoid the mud and use the grass or road instead. Various options to fund are being considered.

4. The Recreation Ground
Playground: The recent inspection has identified some essential repairs and maintenance.
We have sufficient money in the budget to cover these costs and proposals are invited to replace the seesaw.
DPC to discuss and agree playground remedial works.
Landscaping around new Community Centre: Quotes are being sought to tidy up the area around the CC, the drive and the compacted areas of the football pitch.
Memorial Benches: 2 have been requested. Propose to locate under the roof at the front, both benches being of the same style.

Appendix 4: Brewery Field Report:

Brewery Field Working Group Report May 2020
 The old telegraph pole was finally removed and the new one wired up during the first week of May. The remaining work to remove the mound of earth, shore up the fence of the adjacent property and lay the small section of tarmac to connect the Elms Close pavement to the field entrance will be done by an approved contractor as soon as Highways gives us the go ahead.
 All the new shrubs and trees are being watered on a weekly basis when there has been no rain. Thanks to Ashley Arbon M.B.E. for assisting with his tractor. Ashley also cut much of the grass on the field on Sunday 10th May – some has been left long to encourage pollinators.
 Limited planting in the nectar garden has been done and more will be added when weather is suitable. The ground is too hard to dig a bigger border until more organic matter has been added.
 The dipping deck gate will be installed when social distancing allows 2 people to work closely together.
 A water butt has been installed at the bicycle shelter and is now full. We will eventually replace it with a much larger container.

 The section of path from the circuit to the shelter will be done as soon as work can progress. This work has already been agreed by DPC.
 We applied to the Community Chest for £1000 towards the last section of path from the Elms Close entrance to connect with the circuit. They have offered us50% of the cost (£876), provided that DPC funds the other 50%, with no conditions attached.
DPC is invited to discuss and agree to match fund £876. Agreement would mean that both sections of path can be done at the same time, thus saving the considerable cost of bringing equipment on site for a second time.
 The mound has been partially seeded and partially left for plants to colonise. Sarah is finalising a plan of the whole area, including trees and shrubs.
 Extra material will be brought into the swale when the Covid-19 restrictions are lifted.
 We will reschedule the open day when large gatherings are once again allowed.

Appendix 5: District & County Council Report:

South Cambs District Council

Again my month report will focus entirely on the current C19 crisis.

Bins

Residents in Cambridge City and South Cambridgeshire are being asked to put their green bins out on their normal days from Monday 4 May as part of a phased reintroduction of garden waste collections.

Households would usually have two green bin collections between 4 and 30 May, but due to the impact of national social distancing measures, only one collection will be guaranteed. Crews will try to empty more bins on each occasion if they can.

For clarity, households can check their online bin collection calendar to find out their guaranteed green bin collection date. In addition, Greater Cambridge Shared Waste Service crews may be able to collect some green bins more frequently than this - when there are enough staff and vehicles. Putting your green bin out with your blue bin every fortnight will mean it is available for them to empty if they are able to.

The national social distancing measures outlined for waste collection services mean that each collection vehicle currently has a driver and only one loader (the crew member who loads the bins onto the lorry), rather than the usual driver plus two loaders. This is in order to ensure enough space is left between staff when travelling, which means what would normally be one week's work could be spread across two weeks.

Councils in other parts the country are making similar arrangements for their green waste collections as the recycling and waste industry deals with the impacts of this global health emergency.

The decision to suspend green bin collections in March was taken to ensure black bin (general rubbish) and blue bin (recycling) collections could be maintained despite crew members becoming ill or needing to isolate. At one point, around a third of operatives at the Shared Waste Service were absent for one of these reasons.

While the service runs with only one loader per truck, in line with Government guidance on avoiding spreading the virus, it takes longer and is much more physically demanding to complete each round.

Although crews will do their best to collect as many green bins as possible during the first fortnight, only half of residents will have a guaranteed collection in these first two weeks of May. As well as finding out when their scheduled collection is via the councils' websites, residents will be able to report any accidentally missed bins online, on their guaranteed collection date, as usual. It will not be possible to report a missed green bin collection on non-guaranteed days. Residents are being asked to continue home composting as much of their garden waste as possible until collections return to normal.

You can find information about bin collection services or your usual collection date plus answers to Frequently Asked Questions related to green bin collections. These include information on how to help avoid spreading Coronavirus via your bins; how to store your green bin to avoid pests if it contains food waste; how to set up a home composter; and why the green bin collections were suspended as opposed to the blue or black bin collections. These services remain unaffected and residents should continue to put their black and blue bins out as normal.

The Greater Cambridge Shared Waste Service is a partnership between Cambridge City and South Cambridgeshire District Councils.

Business Grant Funding

Almost 1,500 small businesses in South Cambridgeshire are benefitting from swift £20m million grant aid from the district council to help them weather the Coronavirus outbreak.

South Cambridgeshire District Council has awarded Government assistance grants to 80 per cent of local eligible businesses in the first few weeks of the scheme's launch.

The take-up among small businesses and companies in the retail, hospitality and leisure sectors has been significant and Council staff have been working tirelessly to ensure funding gets to where it's needed as quickly as possible.

With an estimated 2,000 businesses in South Cambridgeshire eligible for the funding, there has been a huge combined effort from Councillors and officers to reach local firms that have yet to apply.

To qualify, businesses must have been registered as the business rates payer on 11 March 2020, and need to be receiving either Small Business Rate Relief or the Expanded Retail, Hospitality and Leisure discount. Grant support takes the form of two schemes:

- The Small Business Grant Fund: A one-off grant of £10,000 to eligible businesses that already pay little or no business rates to help them meet ongoing business costs;
- The Retail, Hospitality and Leisure Grant Fund: A £10,000 grant for eligible businesses with a rateable value of under £15,000. Eligible businesses with a rateable value of between £15,001 and £51,000 will receive a grant of £25,000.

Companies have been contacted via email (or letter if an email address is not available) with details on how to apply for the grants online. Full guidance for the grant schemes can be found on the Government website.

If you think your business might qualify, please visit the Council's website and follow the relevant links within the Coronavirus support for businesses section.

For the latest business updates, local companies can sign up to the Council's business newsletter.

In addition to the grants, South Cambridgeshire's retail, hospitality and leisure businesses have so far benefitted from around £13.9 million through the Government's expanded retail business rates relief scheme. It enables eligible firms that were due to pay Business Rates for 2020/21 to have their Business Rates waived so they don't have to pay any for next year.

Virtual meetings

These are on-going within the parishes and of course you are welcome to listen to South Cambs Committee meetings. For example the first on line Cabinet meeting will take place May 6th.

Cambridgeshire County Report

As a result of the Councils budget situation, there have been changes to the Adult Social Care policy with charges for the new financial year and these were published in April.

Council Meetings

Now that the virtual meetings protocol is in place the County has started conducting meetings on line generally via Zoom. Refer to the meetings calendar online.

Household Waster Re-cycling Centres

Plans are being prepared to re-open these and will be published online.

Well-being Campaign & ToolKit

Now We're Talking - coming together in isolation

Organisations across the county have joined forces to launch a wellbeing campaign and additional mental health support for people during the coronavirus outbreak.

'Now We're Talking', encourages people to get talking to combat loneliness whilst self-isolating, and to seek help if they are struggling with their mental health.

The campaign, led by the local authority, NHS and third sector also directs people to increased mental health support available including:

- **Lifeline Plus** - a mental health and wellbeing helpline for people aged 18 and over living in Cambridgeshire and Peterborough, is available **Monday-Friday between 9am and 2pm** via freephone 0808 808 2121. The line will support people to manage their wellbeing, provide self-help advice or signpost to other organisations for particular concerns.

- **Lifeline - 7 days a week, between 2pm and 11pm** the same number is Lifeline, managed by Lifecraft who provide support for those in mental health distress: 0808 808 2121.

- **Qwell -** an online wellbeing support, including educational and self-help articles and peer-to-peer support via forums. Adults are also able to receive help from qualified counsellors via drop-in or scheduled online chat sessions. www.qwell.io

- **Keep Your Head** – this website brings together all the mental health support available across the county - www.keep-your-head.com/now

'Now We're Talking' comms toolkit to use for your own updates:

Following the launch of our Now We're Talking campaign this week, please see online a toolkit so you can share the details with your town or parish council colleagues.

Caring for Carers - Looking after the county's carers

A project to support people across Cambridgeshire and Peterborough who are carers to friends and family has seen hundreds of people contacted to enquire whether they need support.

Family carers are currently delivering unprecedented levels of essential care and support to people with care needs in the community who are impacted by the pandemic.

In response Cambridgeshire County and Peterborough City Council have re-deployed more than 30 staff who are unable to fulfil their usual role due to the Covid-19 outbreak, to contact those family carers currently known to adult social care, check that they are coping, provide preventative advice and connect them to sources of support where this is needed.

In Cambridgeshire 1,557 carers were identified and are being contacted. Of those contacted so far 56% or 429 carers have told staff that they are coping.

Feedback from staff making the calls is that carers have been extremely grateful to be contacted and have taken contact details in order to access support should this be needed in the future. One carer told us "I enjoyed chatting to you and both my husband and I are impressed with the initiative set up by the council. Thank you."

So far 57 carers contacted by the redeployed staff have been referred for support as a result of the calls, examples include accessing help with shopping and medication collection, both for themselves and the adult that they support, and amendments to the care and support being provided to the cared for person due to changes in their circumstances.

The staff making the calls have had information regarding a wide range of preventative services and have also been able to connect carers to support from services like occupational therapy and the technology enabled care team, as well as raising awareness of help available through Caring Together, previously known as Carers Trust.

If you are a carer and you would like to talk to us about the support on offer, please call the countywide hub on 0345 045 5219.

Cambs County Hub

Requests for help and support coming into the countywide hub have continued to rise over the past fortnight.

The hub has received a total of 2,101 telephone enquiries over the past four weeks. The team has resolved a total of 5,856 individual requests for help and support, which include delivering urgent food supplies to 832 people. A further

129 people have been provided with more specialist food, for example that is suitable for people who are seriously ill.

There are now almost 15,000 people on the registered shielded list across Cambridgeshire and Peterborough and round a third of this group have told us that they have no support in place and will need our assistance.

Around 5,000 shielded people across Cambridgeshire and Peterborough are receiving a national food delivery over the course of this week.

Keeping everyone connected

The Covid-19 outbreak has made us all more reliant on phone networks and internet services to keep in touch, which is why they are designated as 'critical' services by the Government. It's vital that people can keep connected especially at a time when we are being asked to stay at home and practise social distancing.

Mobile phones or landlines are particularly essential for vulnerable people who are self-isolating, and those without internet access, to get food, medicines and other support they need. Many people are also facing financial uncertainty and the more vulnerable members of our communities may need a bit of extra help.

The UK's major mobile and internet service providers have responded to this by offering a range of support for all their customers, including concessions for NHS frontline workers, the most vulnerable and people in financial hardship due to the Covid-19 situation.

Connecting Cambridgeshire, the digital connectivity programme led by Cambridgeshire County Council, is working with telecoms operators to improve broadband and mobile coverage across Cambridgeshire and Peterborough, and has put together a Quick Guide to help available from the mobile networks which is summarised below.

Help for everyone to stay connected:

- All phone users can get free access to all NHS UK online websites with data allowances unaffected, and free calls to NHS 111 and the Non-Emergency 101 service to the Police
- NHS frontline staff, who are existing customers, can get mobile data access, voice calls and texts at no extra cost when using their personal mobiles for work
- Vulnerable patients can get generous data allowances to use their mobile phones for video consultations with doctors and health staff
- People finding it difficult to pay their phone bill as a result of Covid-19 can get support if they inform their provider
- Vulnerable people – such as those who are Shielded - can get generous mobile and landline packages to ensure they remain connected, including data boosts at low prices and free calls from their landline or mobile, whether on contract or 'pay as you go'.
- All providers will remove all data allowance caps on all current fixed broadband services.
- Vulnerable customers or those self-isolating will receive alternative methods of communication where possible if priority repairs to fixed broadband and landlines cannot be carried out.

Visit the Connecting Cambridgeshire Getting Superfast webpage to check if you can get superfast broadband, and follow the steps to upgrade, or find out about the options

End