Clerk: Mrs Joanne Depradines-Smith **Chairman: Mr Roy O'Grady**
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MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD VIA VIDEO-CONFERENCING (ZOOM) ON THURSDAY 13 AUGUST 2020 AT 8PM

CORONAVIRUS OUTBREAK

		ACTION BY
	Present: Parish Councillors: Cllr Dee, Cllr Harris, Cllr Heath, Cllr Hyde, Cllr Skeates-Hall, Cllr Wood, and Cllr Young. Chairman O'Grady and Parish Clerk Joanne Depradines-Smith. Two members of the public. All online.	
	Open Forum: A member of the public gave praise for the fire fighters in attendance at the 31st July School fire which destroyed Key Stage One's buildings, and to all involved with the subsequent fundraising. All Cllrs were in agreement.	
	The Meeting commenced at 8.04pm: The Chairman welcomed all attendees to the meeting.	
143	**Apologies**: Cllr Dickson.	
144	**Declaration of Interests:** None.	
145	**Minutes**: The agenda and amended minutes of the Parish Council monthly meeting held on 09 July 2020, as circulated to all members, was agreed and signed by the Chairman.	
146	**Matters Arising:** **128:117a: Playground seesaw:** The Chairman advised that the seesaw was due to be delivered.	
147	**Chairman's Announcements:** The Chairman shared the following: **a.** The Chairman thanked Cllr Hyde for arranging the 2020 Remembrance Sunday road closures. **b.** The Chairman acknowledged the Community Gritting Scheme call for parishioner volunteers. This will be added to the website. **c.** The Chairman acknowledge complaints from allotment tenants regarding the use of hoses at the site, as prohibitive. A communication will be issue to all tenants.	**Chairman** **Chairman**
148	**Covid-19 Report:** a. The Chairman confirmed that the prescription service had transferred to Sawston Medical Centre, and thanked all volunteers for their crucial help over the months. b. The Chairman confirmed that the Foodbank service was temporarily on hold and only handling food vouchers. This service would reopen if the need returned.	

		ACTION BY
149	**Planning:** **a. Planning applications received from SCDC:** See appendices **b. Planning decisions confirmed by SCDC:** See appendices c. **Planning correspondence:** Cllr Harris confirmed that a planning system white paper was under consideration and DPC would be approached for input at a later date.	
150	**Finance: Accounts for payment:** See appendices. The Chairman confirmed that a 2020 maintenance contract tender has been identified as incorrect, and payments are being withheld until the matter is resolved.	**Clerk / Chairman**
151	**District and County Council Matters:** No report in Cllr McDonald's absence.	
152	**Duxford Lodge Hotel licensing report:** Cllr Harris confirmed that a licence request regarding the rear of the site (BBQ area) was communicated to all Cllrs and residents in the immediate vicinity, and all feedback was communicated to SCDC before the deadline.	
153	**Street lighting:** This item was carried over in Cllr McDonald's absence.	
154	**Allotments Report: Discuss and agree replacement water butts.** It was agreed to replace three.	**Clerk/ Chairman**
155	**Operations (FRG&B) Report:** See appendices. **a. Discuss and agree Recreation Ground disabled pedestrian access improvements:** This item was carried over pending further analysis as to whether a second vehicle entrance is really necessary, considering the increased security risk. **b. Discuss and agree Rec car park access during air shows:** It was agreed to approach the School PTA (Friends of Duxford School) to ask if they wished to manage the car park, with all profits to FODS. **c. Discuss and agree anti-social behaviour at The Biggen:** This will be monitored. The local PCSO has also agreed to monitor possible drug use at the site. **d. Discuss and agree The Biggen entrance fence works**: It was agreed to spend up to £50 to reinstate the broken fence. **e. Discuss and agree tree survey works:** It was agreed to agree works in order of priority (recommended work on 35 trees within three months). **f. Discuss and agree pavilion renovation works**: It was agreed to spend up to £300 to renovate the exterior. A new bin at the site was discussed and refused as a fire risk. Quotes for a sensor light on the pavilion to be considered at the next meeting.	**Chairman** **Clerk** **Chairman** **Cllr Heath / Clerk** **Cllr Dee**
156	**Brewery Field Report:** See appendices. **a. Discuss and agree revised entrance works:** Cllr Heath confirmed that the pathway requires levelling only, at no cost to DPC. Benches are to be installed in September.	
157	**Community Centre Report:** **a. Discuss and agree Parish Councillor DCC Trustees and Councillor Interest's dispensation:** As per the requirements of the Community Centre lease, it was agreed that Cllr Dee and Cllr Hyde would be nominated as DPC representatives to join the DCC Trustees, with dispensation to discuss DCC / Community Centre matters, without voting. **b. Discuss and agree risk assessment / contingency should DC disband:** This item was carried over.	**Clerk** **Cllr Hyde / Clerk**

		ACTION BY
158	**Road Safety:** **a. Discuss and agree Liberty Lane / Hunts Road pedestrian safety options**: It was decided not to take further action as Highways approved the revised junction with no objections. **b. Discuss and agree St. Peter's Street / Hunts Road junction options:** Cllr Hyde agreed to contact Highways to identify if the junction priorities could be amended. The Lodge had confirmed they were working with Highways regarding potential yellow lines outside the site. **c. Discuss and agree Laceys Way road condition and dropped kerbs: :** The Chairman agreed to raise this again with Highways and Cllr McDonald. **d. Discuss and agree LHI application:** It was decided not to pursue this in 2020.	**Cllr Hyde** **Chairman**
159	**Teenage monies (S106): Discuss and agree provision for teenage facilities:** Cllr Dee agreed to liaise with the Scouts in the first instance. It was agreed to leaflet the village afterwards for wider input. Councillor Heath proposed a junior skate ramp, graffiti wall and shelter on Brewery Field.	**Cllr Dee / All**
160	**Diary and next meetings:** • 10th September - Monthly Parish Council Meeting at 8pm • 08th October - Monthly Parish Council Meeting at 8pm	
161	**Meeting closure:** 9.12pm. **Signed:** **Dated:**	

4 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
20/02703/H/FUL	10 St Johns Street Duxford	Single storey rear garage extension	**A**

b. Planning decisions received from SCDC:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
20/02041/LBC	20 St Johns Street Duxford	External alterations to replace existing interlocking concrete tiles to lean-to with natural slates, provide 1no. new high-level triangular window to the north elevation and replace external glazed door with timber door	**A**
20/01236/HFUL	40 Ickleton Road Duxford	Erection of Car Port	**A**
20/02235/HFUL	57 Moorfield Road Duxford	Proposal: Erection of a shed to rear garden (Retrospective)	**A**
20/02041/LBC	20 St Johns Street Duxford	External alterations to replace existing interlocking concrete tiles to lean-to with natural slates, provide 1no. new high-level triangular window to the north elevation and replace external glazed door with timber door	**A**

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

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Duxford Community Centre Charity	**Retrospective:** Donation part refund (Original donation: £41022.18credited 08/07/2019)	**Bank Transfer**	20287.00
Cherrytree fencing and Landscapes	**Retrospective:** Community Centre wall protection plate and boot cleaning frame	**Bank Transfer**	1695.00
Broxap Limited	**Retrospective:** Invoice PRO026917 - Brewery Field rainbow benches x2	**Bank Transfer**	1146.00
Benchmark Picnic Tables	**Retrospective:** Invoice 4146: Rutland Picnic Table x3	**Debit Card**	720.00
Benchmark Picnic Tables	**Retrospective:** Invoice 4147:Oxford round picnic table	**Debit Card**	432.00
Resonics Ltd	**Retrospective:** Inv: 154711 - Centre	**Bank Transfer**	5700.00
Buchans	Maintenance contract: Invoice 2303	**Bank Transfer**	641.30
Buchans	Maintenance contract: Invoice 2304	**Bank Transfer**	442.26
Buchans	Maintenance contract: Invoice 2305	**Bank Transfer**	170.10
Envirocare	Maintenance contract: Invoice: 129802	**Bank Transfer**	60.00
Envirocare	Maintenance contract: Invoice: 129803	**Bank Transfer**	66.00
Envirocare	Maintenance contract: Invoice: 129632	**Bank Transfer**	342.00
Jaggard Projects Ltd	Community Centre: Inv. 20016	**Bank Transfer**	5601.50
Jaggard Projects Ltd	Community Centre: Car parking signage: Inv. 20017	**Bank Transfer**	240.00
Mercer Tree Services	Cemetery tree root barrier works: Inv.962	**Bank Transfer**	468.00
Mike Overall - (Cottenham Forge)	The Biggen entrance gates. Inv: MO5137 - (S106 Art Contribution)	**Bank Transfer**	4740.00
Canalbs Ltd	Internal Auditor: Inv. 0381	**Bank Transfer**	139.27
HMRC	Regular payment	**Bank Transfer**	151.81
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1202.69

TOTAL: £43042.24

Automatic payments from previous agenda publishing date:

07/07/2020	Nest	Clerk Pension	**Direct Debit**	54.95
13/07/2020	E-on	Community Centre electricity	**Direct Debit**	407.83
24/07/2020	ICO	Information Commissioners Office membership	**Direct Debit**	35.00

TOTAL: £497.78

Appendix 3: Operations Report:

Tree Works

1. The tree survey was carried out in July. There are 35 trees that require some work within the next 3 months. All councillors have seen the report and Mercer will quote for these works, hopefully by the time of our August meeting. Many of the jobs are minor (e.g. remove ivy, prune dead wood). This work is precepted.

2. Footpaths and Verges

- The standard of work seems to have improved, we continue to monitor.
- The hole in the flint wall on long lane is a safety concern, particularly as a long portion of the wall is leaning into the path. The parishioner has been asked to have the wall tested and provide DPC with confirmation that it is safe.
- There continues to be a large amount of ivy and other growth coming across into the lane from both properties (opposite side of the footpath to Greystones, who have cleared theirs).

This should be kept cut back clear of the footpath, but this has not been done, so yet another reminder will be sent to the parishioners concerned.

3. The Recreation Ground

- **Recreation Ground pedestrian gate disabled access:** we need to ensure disabled access to the Rec. The old vehicle/pedestrian entrance on Hunts Road is neither secure, nor accessible.

Choices include:
a) Add a staggered barrier, fully accessible, possibly using art fund money (something similar to entrance to the Biggen, but with a sports theme), with no gate and no vehicle access.
b) Install a fully accessible gate for pedestrians and mobility vehicles and remove the vehicle gate.
 Recreation Ground car park access on air show weekend 18/19/20 September.
Considerations are:
a) If we open the barrier and allow free parking, the risk is that vehicles will park on the road/ Rec.
b) We don't yet know if the school will offer any parking and there is little other parking within the village.
c) It seems mean to close the car park, but if open it will need to be monitored.
d) There is an opportunity to make some money – should we offer to groups within the village?
 Rec. Ground Hire: We need to refine this document.
 Pavilion Renovation: Discuss and agree to cover cost of materials.
 Duxplay: The new entrance covers on the tunnels are now in place. Thanks to Councillors Hyde & O'Grady and to Paul Wilson for taking on this task.
 Signage (speed limits, CCTV, parking etc.) are now in place.
 The height limited barrier: a stronger one has now been fitted. A number of different parties have requested the code to this barrier, but the more people who have the code, the more likely it is that it could get into the wrong hands.

4. The Biggen

 Anti-social behaviour: we have had a number of complaints about noise and antisocial behaviour. We will put up some more signs reminding users that it is a heritage site, but without a patrolling 'bobby on the beat' it is difficult to think of ways to discourage this.
 Biggen entrance:
a) The beautiful new barriers at the entrance were unfortunately installed without DPC knowing about it. We would have ensured that the gap between them was widened, to allow easier access for those on bicycles and with buggies. This may be done at a future date when funds permit.
b) The Biggen entrance fence (a small wooden fence to the right of the new gates) has broken, due to rotten posts. This needs replacing as cyclists are now able to ride straight out into the road.

5. Maintenance contracts

• **The Green/ War Memorial/ Millennium Garden:** due to an error on the tender document and some below standard work to date, this contract is under review. We have asked for a meeting with the contractor to discuss and will report back to the September meeting.

Appendix 4: Brewery Field Report:

 The Highways Inspector has now said that she wants the drop kerb at the Elms Close entrance removed, as this was not on the original technical drawing. This means extra work for our contractor, to dig up the entrance laid by J.P.Webster . I have asked Highways to reconsider, particularly as many people with buggies cross to/from the school say this point, and I await their response.
 We continue to water the new trees and shrubs as often as we can, though my friendly farmer is busy with harvest and some of the trees are struggling. We have applied for a 'zero carbon' grant to bring water on site as soon as possible, which would make the job slightly easier.
 We have now installed a 1000l water butt on the bike shed.
 Amey (who gave us the first grant of £45K to landscape) kindly donated 2 extremely large loads of soil improver (made from your green waste at their Waterbeach plant). With a few amazing volunteers, we spread this over the swale and will spread the remaining mound around all the new trees to give them a bit of extra help. It does have a rather strong smell (!) but this should dissipate over the coming weeks..
 Amey's press officer made a site visit on 30th July and met some of the team.
 There have been lots of siting's recorded on the blackboard – 21 butterfly species have been identified to date, as well as many species of dragonfly and damselfly. We keep a spreadsheet of all siting's, so please email them (with a photo if possible) to info@friendsofduxfordgreenspaces.org
 The amenity areas of the field will be cut in time for the September 18/19/20 IWM airshow.
We have taken delivery of 6 picnic tables/benches and have 3 more on order. These will be installed by our landscaper (Hortiservices) as soon as he is able to do so.

End