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 10 SEPTEMBER 2020 AT 8PM

CORONAVIRUS OUTBREAK

		ACTION BY
	Present: Parish Councillors: Cllr Dee, Cllr Dickson, Cllr Harris, Cllr Heath, Cllr Hyde and Cllr Young. Chairman O'Grady and Parish Clerk Joanne Depradines-Smith. Four members of the public. All online.	
	Open Forum: None. Expected presentation postponed for one month.	
	The Meeting commenced at 8.00pm: The Chairman welcomed all attendees to the meeting.	
162	**Apologies**: Cllr Skeates-Hall; Cllr Wood.	
163	**Declaration of Interests:** None.	
164	**Minutes**: The agenda and amended minutes of the Parish Council monthly meeting held on 13 August 2020, as circulated to all members, was agreed and signed by the Chairman.	
165	**Matters Arising:** **155b: Air show parking:** No longer applicable as the air show now cancelled. **155d: The Biggen entrance:** Thanks were given to the Chairman and all other volunteers for rebuilding the broken fence. **155f: Pavilion external renovation:** Thanks were given to Cllr Dee and Cllr Hyde and all volunteers involved with painting.	
166	**Chairman's Announcements:** The Chairman shared the following: **a. Gonville & Caius College / IWM**: The Chairman confirmed that IWM are content with some aspects of the G&C proposal, not others. It was decided to meet with G&C representatives after the Call for Sites data becomes available in 2021. **b. Community Warden Scheme:** The Chairman confirmed that a SCDC led scheme is to begin in Duxford shortly. It was agreed to meet with the Warden(s) to offer support. **c. Bus Shelter:** The Chairman acknowledged further complaints regarding the anti-social behaviour in the St. Peter's Street bus shelter. This will be monitored. **d. Kintbury entrance tree:** The Clerk agreed to ask SCDC why a tree on the verge was removed. **e. Speedwatch:** The Chairman confirmed that local Police are now lending Speedwatch equipment out to parishes for free. **f. Long Lane:** The Clerk will communicate with the landowner re wall and brambles.	**Chairman** **Clerk** **Clerk** **Clerk** **Clerk**

		ACTION BY
167	**Covid-19 Report:** **a. Discuss and agree meetings going forward:** Following Government advice issued days beforehand (max.6 people at a gathering) it was agreed to meet online only until 2021. The Clerk will book the Community Centre small hall from January 2021 onwards. The Chairman agreed to investigate if a screen could be made available in the room for those unable to meet in person in 2021. **b. Discuss and agree Scout hut access via allotments track**: It was agreed to let the Scouts use the allotment track next to their path to ensure two way socially distanced pedestrian traffic.	**Clerk** **Chairman** **Clerk**
168	**Planning:** **a. Planning applications received from SCDC:** See appendices **b. Planning decisions confirmed by SCDC:** See appendices c. **Planning correspondence: None**	
169	**Finance: Accounts for payment:** See appendices. The Chairman shared that the Covid Team still had a healthy financial balance and were poised to reopen if the Covid second wave deemed this appropriate.	
170	**District and County Council Matters:** See appendices. Cllr McDonald agreed to investigate if there is any progress regarding improved crossings at the A505 and the Sawston bypass as used by many Duxford secondary school aged children.	**Cllr McDonald**
171	**Street lighting:** It was concluded that DPC had no choice but accept the electricity costs for all SCDC street lighting. The Clerk will accept SCDC's terms, including the offer of an upgrade to LED lighting which should reduce costs by up to 40%. The Clerk will seek an electricity deal.	**Clerk**
172	**CAPASP Membership (Scam prevention):** The Chairman shared a SCDC free initiative to lessen scam success. Cllr Dickson and Cllr Skeates-Hall to support this going forward.	**Cllr Dickson / Cllr Skeates-Hall**
173	**Allotments Report:** a. **Discuss and agree revised water butts purchase:** It was agreed to investigate eco-friendly water collection options rather than purchase three new water butts as agreed previously.	**Chairman**
174	**Operations (FRG&B) Report:** See appendices. **a. Discuss and agree revised Recreation Ground hire agreement:** This was agreed upon, including a £250 refundable hire deposit. This was subject to reinstating the protection of the football pitch during their season. **b. Discuss and agree Recreation Ground disabled pedestrian access improvements**: The Chairman agreed to investigate accessibility options. Cllr Dee agreed to investigate new gate / height barrier costs if entrance to remain in use. **c. Discuss and agree Recreation Ground / School boundary access points:** It was agreed to support access both near the new Community Centre and nearer Hunts Road, if required. **d. Discuss and agree school staff temporary parking in Recreation Ground car park:** It was agreed that up to five cars can use the car park and a larger volume could be considered, if required. **e. Discuss and agree Recreation Ground sensor lighting:** It was agreed to purchase and install a sensor light for entrance barrier operating use. **f. Discuss and agree DUFC sponsorship signage on Recreation Ground**: It was agreed that DUFC could install signage holding poles into the ground, providing these are not a trip hazard.	**Chairman Cllr Dee** **Clerk** **Clerk** **Chairman** **Chairman**

		ACTION BY
175	**Brewery Field Report:** See appendices. **a. Discuss and agree in principle that RAF charity stall can use Brewery Field for air shows:** This was agreed upon in principle. No longer applicable as September air show cancelled.	
176	**Community Centre Report:** **a. Discuss and agree anti-graffiti paint purchase:** This was agreed upon (£3300.00). **b. Discuss and agree risk assessment / contingency should DC disband:** This item was carried over to the next meeting. **c. Discuss and agree DCC memorial policy:** This was agreed upon (Community Centre and paved area immediately in front of Centre only). Thanks was given to DCC for kindly sharing centre storage space with Duxford School/Preschool and DX Club until the end of September 2020.	**Cllr Dee** **Cllr Hyde**
177	**Teenage monies (S106): Discuss and agree provision for teenage facilities:** Cllr Dee confirmed that new Covid restrictions have prevented a meeting with the Scouts. A Chatterbox article will be created and leaflets planned.	**Cllr Dee / Chairman**
178	**Duxford School donation:** It was agreed to donate £500.00 to the fund supporting Duxford School, Preschool and DX Club. Vote: 4 in favour; two against, two abstain. Carried.	**Clerk**
179	**Diary and next meetings:** • 08th October - Monthly Parish Council Meeting at 8pm • 12th November - Monthly Parish Council Meeting at 8pm	
180	**Meeting closure:** 9.52pm. **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
20/03289/PRI01A	14 Moorfield Road Duxford	Prior approval for single storey rear extensions	**A**
20/03456/HFUL	57 Moorfield Road Duxford	Two Storey side and rear extension including an extended garage and access to rear garden.	**A**

b. Planning decisions received from SCDC:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
		None	

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

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
KC Cleaning Services	**Retrospective payment:** Community Centre handover cleaning: Invoice: 17140	**Bank Transfer**	300.00
Mercer Tree Services	**Retrospective payment:** Tree Survey: Inv: 992	**Bank Transfer**	1080.00
Gillian Heath	**Retrospective payment:** Cllr expenses: Brewery Field: Dipping deck and benches	**Bank Transfer**	332.52
Defib Store	**Retrospective payment:** Community Centre defibrillator and cabinet	**Debit Card**	1960.80
Ashley Arbon	Brewery Field seeds and water butt	**Bank Transfer**	116.99
Shaggy Dog	IT: Website domain renewal (2020-2022)	**Bank Transfer**	28.78
Parish Online	IT: annual fees (August 2020 – August 2021)	**Bank Transfer**	108.00
Birketts	Community Centre agreement for lease: Invoice: 679836	**Bank Transfer**	1026.00
Alan Lamb Assoc.	Community Centre building signage (Algar Signcraft): Invoice: 16/113/24	**Bank Transfer**	630.00
Buchans	Maintenance contract: Invoice 2348	**Bank Transfer**	748.41
Buchans	Maintenance contract: Invoice 2349	**Bank Transfer**	234.90
Envirocare	Maintenance contract: Invoice: 131229	**Bank Transfer**	60.00
Envirocare	Maintenance contract: Invoice: 130980	**Bank Transfer**	66.00
Envirocare	Maintenance contract: Invoice: 131058	**Bank Transfer**	342.00
Roy O'Grady	Cllr expenses: Playground tunnels and Biggen fence repair	**Bank Transfer**	132.96
Gillian Heath	Cllr expenses: Brewery Field: bench security	**Bank Transfer**	55.97
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1079.40

TOTAL: £8302.73

Automatic payments from previous agenda publishing date:

10/08/2020	E-on	Community Centre electricity	**Direct Debit**	317.68
10/08/2020	Nest	Clerk pension	**Direct Debit**	48.65
24/08/2020	E-on	Community Centre electricity (final)	**Direct Debit**	7.92

TOTAL: £374.25

Appendix 3: Operations Report:

1. Tree Works

• Mercer have quoted £2625 (ex VAT) for the 3 month priority works as recommended by our tree surveyor. This work is precepted.

2. Footpaths and Verges

• Nothing to report since last month – passage via Long Lane remains difficult due to the encroaching brambles and ivy coming from the adjacent properties and the flint wall damage remains a concern.

3. The Recreation Ground

a) **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. **DPC need to decide whether a second vehicle entrance is really necessary, taking into account the security risks that would come with it.**

Choices for disabled access include:

i. 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.

ii. Install a fully accessible gate for pedestrians and mobility vehicles and remove the vehicle gate.

iii. Install a fully accessible entrance adjacent to a gated and locked vehicle entrance.

DPC to discuss and agree

b) **Rec. Ground Hire:** A revised version of the hire agreement is presented. **DPC to discuss and agree revisions.**

c) **Rec/School Access points:** some additional access points are needed between the Rec and the School grounds, to ensure social distancing access to/from the temporary classrooms. **DPC to discuss and agree.**

d) **School staff parking:** the school staff have requested to use the Rec. Car Park while work is ongoing. **DPC to discuss and agree.**
e) **Entrance sensor lighting:** a new light needs to be fitted to allow the combination locks at the access gate to be seen during hours of darkness. **DPC to discuss and agree.**
f) **DUFC sponsorship signage:** the football club wants to install posts next to the goal mouth, so that sponsorship advertising banners can be hung during matches. **DPC to discuss and agree.**

4. The Biggen

• **Biggen entrance:** the Biggen entrance fence has been replaced at the cost of materials only. Many thanks to our Chair, Cllr O'Grady for taking on this job.

5. Maintenance contracts

We continue to monitor contractor performance.

Appendix 4: Brewery Field Report:

Brewery Field Working Group Report September 2020

 Hopefully, by the time we hold this week's DPC meeting, the Elms Close entrance pavement will be redone, and have met Highways approval. The contractor is coming on Wednesday 9th September to re-lay the kerbs and the tarmac to ensure a shallower gradient.
 With the help of a few hardworking volunteers, we have now moved the last pile of soil improver to around the trees and shrubs.
 Rob Smit of Hortiservices has laid hard standings and installed and secured 6 new benches on the field. 4 more are on order, with the 2 coloured metal benches for the side of the Petanque court due to arrive on Friday.
 Our new 1000l water butt on the bike shed is now full.
 The new benches look beautiful and have really improved the site. They will certainly be used on the air show weekend (18-20 September).
 The RAF association have requested to have max 2 vehicles and a stand on the field during the air show, as the school is not available.
 We will put up a sign to exclude dogs from the nectar garden now that there is more seating around the field. This will make it safer for toddlers to play in.
 We are in the process of getting a new sign done for the corner and a couple for around the pond.
 Eventually we will create information boards on the bike shelter and a still-tobe- designed notice board at the Elms Close entrance.

District & County Councils Report:

South Cambs District Council

Again this month I've now included other major items as well as C19.

UK Government Planning Whitepaper

As you will be aware The Government has published the new white paper on planning. Where land is designated as growth or renewal, then permission will be either granted automatically or in principle and therefore will remove District & Parish input. This is a real concern and we will need to closely monitor and lobby accordingly.

Planning Advisory Service Review

Progress to date

Part of **Phase 1** of the review which has focused on the SCDC Planning Committee and Chair's Delegation process has now been completed. Interviews have taken place with the SCDC Chief Executive, Planning lead member, Planning Committee Chair and legal advisors, Planning Committee members, Stephen Kelly plus other senior officers within the planning service who are involved in the management and support of the SCDC Planning Committee. The team also viewed a number of virtual SCDC Planning Committees.

Next steps

To complete Phase 1 ,we will be having some focus group sessions with parish councils in mid-September (15,16,17-most probably 15/16) and communications will be sent out in respect of these shortly. These will be followed up by a questionnaire.

We will be inviting one rep from each parish, which will still give us approx. 25/26 attendees per session potentially. If specific parishes cannot attend their designated session, there will be some scope for moving to another session, provided we keep the numbers across the four sessions reasonably consistent.

After these have taken place, an interim written report will be produced by PAS on Phase 1 of the process.

An initial notification will be sent out to all parishes today highlighting that this process will be taking place within timings etc, to be followed within the next day or so by the formal invitations/appointments. I will ensure that district council members are copied in.

Phase 2

We are now planning Phase 2 which will focus mainly on the review of the City Council Planning Committee but also the JDCC (a more brief overview of the latter) . This will start in the second half of October with interviews following the same pattern as those for the SCDC Planning Committee and with resident's association focus groups. Appointments will be circulated for the interview sessions shortly. The City Chief Executive will be interviewed in September. The final report will then be prepared by PAS at the end of this process.

Planning Delegations

The numbers for the last three months for June, July & August: Total Referrals: 36
Referred to committee 8 = 22%
The numbers are a bit mis-leading as 7 referrals were conditions only from one site in Linton. Conditions are considered to be technical issues and would only be considered for committee if our specialist consultants raised objections, none where. If these are excluded then the referral rate to committee would be 27.5%. Another factor not included is the applications delegated with the agreement of the PC. I will confirm this number.

Call for Sites

The first issue of data & information on the call for sites will be issued soon. The first formal view on sites will be summer 2021 but with sessions between now and then with Parishes on the process and perspectives. All the details of the sites will be published.

Making Appointments at South Cambs

From 15 September 2020 we will start to welcome a small number of essential customer visits at our office again.
We will start by opening for a limited number of days each week, and with shorter opening hours each day. Please do not visit South Cambs Hall without contacting us first.
We are offering appointments between 10am to 3pm on a Tuesday, Wednesday and Thursday. Once we do reopen for visitors we will be following Government guidelines to ensure the building is Covid-secure for visitors too.
Need to visit us?
Before booking a visit, please consider whether you really need to visit in person. If you can contact us online, please continue to do so. If Zoom, Microsoft Teams, or WhatsApp are convenient for you, let us know.
Please also consider scanning any documentation rather than bringing it in in person, if possible. Where this is not possible, a deposit box will be provided, and your documents will then be returned by post within safe working practices and timescales.
Booking an appointment
To arrange a visit please book an appointment in advance to ensure we can limit the number of customers at one time.
Complete our online form to book an appointment
When you visit us

- Please wear a face-covering (staff will also wear protective equipment) and keep a 2 metre distance from others.
- Use the marked and signposted entrance to help maintain social distance and use hand sanitiser which will be provided at the main entrance.
- Bring your own pen to use or, if that is not possible, use a pen we provide which you will then be asked to keep.

North East Cambridge

Local Councils have drafted plans for a new city district in North East Cambridge – which could create 8,000 homes and provide space for 20,000 jobs over the next 20-plus years – and they now want to know what residents and businesses think of the draft plans.
The councils' vision is for the area between the A14, the Guided Busway and Cambridge North station to be a walkable and lively mix of homes, workplaces, services, and green spaces that is inclusive and fully integrated with surrounding neighbourhoods.
The plans by the Greater Cambridge Planning Service (a partnership between South Cambridgeshire District and Cambridge City councils), developed in collaboration with stakeholders and communities, build on case studies from around the world on creating low-carbon, low-car-use districts.

As part of a formal statutory consultation, leaflets are being delivered to 20,000 homes across the local area to gain residents' feedback. The Councils are running online Q&A sessions where residents can find out more about the proposals and ask questions to the team. The draft plan is published online where people can comment.

KPI Reporting

Hopefully you have noticed some improvement in call response although calls have been lower.

Zero Carbon Community Grants

Reminder groups have until 5pm on Wednesday 30 September to submit their applications for Zero Carbon Communities grant funding. Guidance and an online application form are available now.

Duxford Hotel

A 168-bedroom Hampton by Hilton hotel at the Imperial War Museum (IWM), Duxford will have to be re-heard at Planning which will be October as a result of one complainant being unable to speak at the July meeting.

Huawei

The Secretary of State did not call this in and so will proceed to the next phase.

Wellcome

A draft S106 proposed agreement for Hinxton has been proposed including funding for the village hall, a 25year land lease for land adjacent to the hall and access to Campus sports facilities. The covenant on housing are still under discussion.

Cambridgeshire County Report

Schools Return Plan

I have circulated the return to schools plan from Jonathan Lewis.
https://www.cambslearntogether.co.uk/asset-library/Welcome-Back-to-School.pdf
This is the guidance on transport.

C19 Mobile Testing

Mobile testing units are in place across Cambridgeshire this week to make it as easy as possible for people to get tested if they have coronavirus symptoms.
Testing will be carried out at Chapel Road Car Park in Wisbech on Wednesday, 2 September and Sunday, 6 September, as well as at The Hive Leisure Centre, Ely on Thursday, 3 September and Sunday 6 September.
A new testing site is also available at One Leisure in Huntingdon on Wednesday, 2 September and Friday, 4 September. There may be other test centres in the future. Obviously these are only in areas with rising infection rates.

Solar Panel Offers

Registration opens on solar panels offer for Cambridgeshire residents
Households across Cambridgeshire can now register for the chance to club together to buy and install solar panels at a reduced price. The County Council and District Councils have joined forces with Solar Together as part of the initiative to improve energy efficiency and reduce carbon emissions.
Households and small and medium-sized enterprises can now register - for free and without obligation - for the group-buying scheme by visiting the website www.solartogether.co.uk/cambridgeshire
When they register online for their complete solar PV system, applicants will be asked questions about their house, roof, and electricity usage.
The County Council will then arrange an auction with pre-vetted installers on 6 October. The auction is a reverse auction, meaning the lowest bid wins. The winning bid sets the price for all solar systems and battery systems. All installers are pre-vetted and must comply with certain criteria to guarantee the quality of the offer.
After the auction, applicants will receive a personal recommendation based on their registration details. They then have six weeks to decide if they want to take up the recommendation and proceed with an installation.
Solar panels turn sunlight into electricity. In order to use this energy, the panels mounted on a roof need to be connected to an inverter using cables.

The Solar Together offer is for a complete service, including all equipment, survey, installation, monitoring and warranties. Afterwards households or businesses will automatically generate their own electricity from the panels on their roof.
Households that already have solar panels installed can also register to have battery storage added to their existing solar panels to maximise the benefits of their system.

	Chairman's Recognition Individuals, businesses and community groups who have tirelessly supported those in need since the start of lockdown are to be officially recognised as part of a new initiative. Councillor Mac McGuire, Chairman of Cambridgeshire County Council, recently announced a monthly scheme to highlight the sterling work of those who have helped communities across the county during the Covid-19 pandemic. The scheme is expected to run for at least six months with all councillors asked to put forward suggestions each month of people in their wards whose efforts since March, are worthy of receiving an official Chairman's Commendation. During the first week of every month the council will issue a special certificate and their details will be published in an online roll of honour on the council website. Full details of each Member's nomination can be seen now on the council's website.	
	End	