Clerk: Mrs Joanne Depradines-Smith **Chairman: Mr Roy O'Grady**
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MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD IN THE DUXFORD COMMUNITY CENTRE ON THURSDAY 13 MAY 2021 AT 8PM

		ACTION BY
	Present: Parish Councillors: Cllr Dee, Cllr Denton, Cllr Dickson, Cllr Harris, Cllr Heath, Cllr Hyde, Cllr Priestley, Cllr Skeates-Hall, Cllr Wood. Cllr Young attended online (via Zoom). Chairman O'Grady and Clerk Joanne Depradines-Smith. District and County Cllr Peter McDonald (in part) online. Three members of the public online. **Open Forum:** None. **The Meeting commenced at 8pm:** The Chairman welcomed all attendees to the meeting and extended a warm welcome to new Councillor, Nick Denton.	
72	**Apologies**: None	
73	**Declaration of Interests:** **80 - Planning:** Both Cllr Dickson and Cllr Wood as neighbours. **80 - Planning:** Cllr Denton as an IWM volunteer. **84 - Allotments:** Cllr Young as a tenant (exempt from voting only).	
74	**Previous Minutes**: The agenda and amended minutes of the Parish Council meeting held on 08 April 2021, as circulated to all members, was agreed and signed by the Chairman.	
75	**Matters Arising: None**	
76	**Chairman's Announcements:** The Chairman shared the following: **a. St. John's Churchyard nettles:** A fresh parishioner request to reconsider the nettles was acknowledged and passed to Cllr Heath to respond. **b. Recreation Ground driveway stones – trip hazard:** A concern regarding safe access to the Bowls Club was acknowledged. The Clerk will invite solutions from the Bowls Club. **c. Football pitch:** A concern from DUFC citing increasing dog waste and broken glass on the pitch and near the pavilion was acknowledged. **d. The Biggen:** A report of barbecues / fires at the site was acknowledged. This will be monitored. **e. School footpath:** A concern was forwarded to the County Council directly. **f. Bank fraud:** The Clerk confirmed that a fraudulent transaction for £49.49 to Deliveroo debited the current account. This has now been refunded. **g. Playground cycling:** A concern from a parishioner suggesting no cycling signage in the playground was acknowledged. This will be included in the RoSPA inspection item.	**Cllr Heath** **Clerk** **All**

		ACTION BY
77	**Annual Policy Review:** All existing policies and two new policies for Clerk appraisal and Section 137 donations specifications were agreed upon.	
78	**DPC Audit 2021:** The Audit documentation, including accounts, was read aloud, agreed upon and completed.	**Clerk / Chairman**
79	**Covid-19 Report:** It was agreed to suggest to the Duxford Covid Team that the mobile telephone for parishioner contact use be disposed of as no telephone enquiries for over three months. Email contact and contact vis DPC will remain in place.	**Duxford Covid Team**
80	**Planning:** **a. Planning applications received from SCDC:** See appendices **b. Planning decisions confirmed by SCDC:** See appendices **c. Planning correspondence:** None.	
81	**Finance: Accounts for payment:** See appendices.	
82	**District and County Council Matters:** See appendices. • Cllr McDonald shared the most recent plan for the rebuild of Duxford Primary School, including a proposed footpath around the perimeter. The final stage planning is yet to be agreed, and the rebuilt is hoped to be completed by September, costing £6.5 million pounds.	
83	**Road Safety:** **a. Local Highways Initiative (LHI) / 20mph speed limit:** A draft LHI application was agreed upon requesting a 20 mph limit, to include Chapel Street, Hinxton Road (in part) and St. Peter's Street. To be submitted. Cllr Hyde acknowledged correspondence from a group called '20's Plenty' regarding all South Cambs villages having a 20 mph limit. The Clerk will request more information.	**Cllr Hyde / Clerk**
84	**Allotments Report:** **b. Agree new cultivation criteria:** This was agreed upon. **c. Water containers purchase:** This was agreed upon (cost £180). **d. Skip hire for October 2021:** This was agreed upon (cost £300). **e. New DPC noticeboard:** This was agreed upon (cost £250). **f. Catchment area:** After much discussion about the large waiting list (22), it was agreed to return the catchment area to Duxford Parish only from today. **g. Conifer removal near plot 53:** This was agreed upon. **h. Millennium Wood:** It was decided that, as these trees are attended to under the regular tree survey and recent works have taken place to thin the area, no works were agreed upon in the short term.	**Clerk** **Clerk** **Clerk** **Clerk** **Clerk**
85	**Operations Report:** See appendices. **a. Playground annual RoSPA inspection actions: It was decided to attend to the following:** i. New signage to include ownership and contact details, no cycling or dogs. ii. Cut a protruding bolt thread under the slide. iii. Multiplay ground surface repair. iv. Wooden log repair / replace (splitting). v. Tunnel repair as sharp edges / ground surface repair. vi. Swing basket oil.	**All Clerk / Cllr Heath / Chairman**

		ACTION BY
	b. DUFC 10 year licence: This lease extension regarding the inside of the village pavilion and the football pitch was agreed upon, to be reviewed annually.	**Clerk / Chairman**
	c. Recreation Ground dog bins: It was agreed to remove one of the dog bins and ask SCDC to replace the other one with a larger, dual purpose bin. SCDC will then empty that bin at a cost of £3 per empty (weekly).	**Cllr Heath Cllr Dee**
	d. Pavilion refurbishment: This was agreed upon (£100 cost to clean / repaint)	
	e. Youth equipment timings: Cllr Dee shared timings for the installation of equipment on the Recreation Ground and Brewery Field over the next few weeks. Thanks were given to Michael Butler of Maarnford Farm for helping with the middle Recreation Ground gate security.	**Cllr Dee** **Clerk**
	f. The Biggen gates treatment: It was decided to monitor the condition of the gates for one more year and reassess.	
	g. St. John's Churchyard cherry tree removal and replacement: Cllr Heath confirmed that one of the winter flowering cherry trees is deceased. It was agreed to remove this and replace (£300 cost).	**Cllr Heath / Clerk**
	Telephone box repair: Cllr Hyde confirmed that the correct parts to reinstall the glass window panes are proving elusive. He will continue searching and improvise, where possible. The light is no longer working as supply removed.	**Cllr Hyde**
	Brewery Field pond life ring: It was agreed to purchase a replacement one as broken.	**Clerk**
86	**Public Arts Contribution (S106 monies):** Cllr Heath and Cllr Dee agreed to assess all proposals and bring analysis to the next meeting.	**Cllr Heath / Cllr Dee**
87	**Road Safety -** see item 83.	
88	**Community Centre Report:** Cllr Dee confirmed that the café would soon reopen on 17th May 2021 and that room bookings were picking up again.	
89	**Electric car rapid charging points:** Cllr Young agreed to investigate if a charging point in the village would be beneficial, feasible and cost effective.	**Cllr Young**
90	**Diary and next meetings:** • 10th June 2021 - Monthly Parish Council Meeting at 8pm • 08 July 2021 - Monthly Parish Council Meeting at 8pm	
91	**Meeting closure:** 9.38pm.	
	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
21/00964/HFUL	37 Blakeland Hill Duxford	First floor side extension.	**A**
21/01358/LBC	10 St Peter's Street Duxford	Alterations to ensuite/dressing room to first floor master bedroom.	**A**
S/2896/19/FL	Imperial War Museum, Duxford	Amendment: Construction of a 168 bedroom hotel with ancillary facilities associated access gates car parking (including reconfigured conference centre car parking) cycle parking and landscaping.	**No Comment**

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 £
Computers for Cambs	Donation: Two laptops for Duxford students **(Duxford Covid Team)**	**Bank Transfer**	250.00

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Bollards Direct	**Retrospective payment:** Recreation Ground car park 2x concrete bollards	**Debit Card**	168.78
Viking Signs / Safety Signs Up	**Retrospective payment:** Playground no ball games signage	**Debit Card**	21.91
Duxford Community Centre	Room bookings – May 2021	**Bank Transfer**	15.00
Playsafety Ltd	Annual RoSPA playground inspection - Inv: 54694	**Bank Transfer**	120.00
Zurich Insurance	Annual insurance renewal	**Bank Transfer**	1790.86
Buchans	Maintenance contract - Invoice: 2509	**Bank Transfer**	641.30
Buchans	Maintenance contract - Invoice: 2510	**Bank Transfer**	170.10
Buchans	Maintenance contract - Invoice: 2537	**Bank Transfer**	1164.15
Buchans	Maintenance contract - Invoice: 2538	**Bank Transfer**	237.24
Envirocare	Maintenance contract - Invoice: 141703	**Bank Transfer**	60.00
Envirocare	Maintenance contract - Invoice: 141704	**Bank Transfer**	66.00
Envirocare	Maintenance contract - Invoice: 141844	**Bank Transfer**	342.00
Envirocare	Maintenance contract - Invoice: 143270	**Bank Transfer**	60.00
Envirocare	Maintenance contract - Invoice: 143271	**Bank Transfer**	66.00
Envirocare	Maintenance contract - Invoice: 143479	**Bank Transfer**	342.00
LGS Services	Payroll services - Inv: 00101630	**Bank Transfer**	79.20
Mercer Tree Services	Tree survey works : Inv. 1386	**Bank Transfer**	1590.00
Gillian Heath	Cllr expenses: Brewery Field water tanks: Direct Water Tanks / Kingfisher Direct	**Bank Transfer**	244.80
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1113.64

Total £ 8292.98

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
12/04/2021	Nest	Clerk Pension	**Direct Debit**	42.86
04/05/2021	PWLB	Public Loan Works Board re Community Centre	**Direct Debit**	12408.16

Total £12451.02

Appendix 3: Operations Report:

Millennium Garden

- A few of us had a go at weeding and tidying up the central flowerbed on 19th April, which was a bit of a mess. Thanks to Paul and Barbara Atack for giving up a morning to help.
- We sent SCDC a copy of the lease on 19th March, but have not yet heard back from them.

DPC Tree works

- All 6 month recommendations from the survey have been carried out.

Brewery Field

- Another spell of extremely dry weather meant that we had to water the nectar garden, trees and shrubs. We had an excellent turnout of "Friends" which made it a lot easier and enjoyable. The recent rain has been very welcome, though the cold has somewhat delayed our pollinating plant displays.
- Three large water butts are now in place and have been filled, thanks to three of the Elms Close households. We will soon camouflage them with some brush screening.
- The exercise equipment and shelter should be installed next month, beginning on the 7th, weather permitting. One of the new water butts will then be moved to collect rainwater from the teen shelter roof.
- We have put a post on Nextdoor asking mobility vehicle users to suggest how to improve their access to the site.
- We are hoping that one of our contractors may be able to cover some of the mowing that Ashley is unable to do due to work commitments. We will pay for mowing as and when needed this year, because the many different areas on site need different cutting intervals.

The Biggen

- The blacksmith who made the gates has advised us to leave the gates in their natural state and allow the material to weather. He also said that if they had been galvanised, a lot of the detail would be lost as this process provides a thick coating and e.g. the gaps between the owl feathers could potentially be filled with the coating.

They estimate that these panels will last as they are for a minimum of twenty years, with possibly the point between the ground and tube being susceptible to corrosion. The rest of the panels are made from solid bar and this has a long life, even left untreated. Twenty years seems like a long time, but really isn't – we would like them to last well into the future.

Propose to have another vote for those in favour of treating and painting (including final colour).

Duxplay

- The safety inspection has revealed a couple of minor issues. These will be put right asap.
- Signs have now been installed advising that ball games are not to be played within the playground. We also need to add ownership signs to comply with RoSPA regulations.

Recreation Ground

- Exercise equipment will be installed within 2 months.
- DUFC have requested a 10 year lease on the Rec. - this will enable them to apply for grants.
- SCDC will only empty the dog bins close to the road unless a charge of £3 per bin, per time is paid. Proposal is to remove one of the other 2 bins and, if the footpath is not reopened, to remove both, as there are dog bins next to both other exits from the Rec.
- Pavilion refurb – more paint is needed to complete this job.

War Memorial

- A neighbour has requested that we move one of the large stones along the side of the green, to protect it from being overrun by vehicles.

St John's Churchyard

• The dead tree at the St John's Street side will be taken down and a new one purchased to replace it. Proposal is another winter flowering cherry. Depending on the size, a mature tree will cost between £250 and £500.

Footpaths

 Nothing further to report on the proposal to reopen the footpath between St John's Street and the Recreation Ground, with County yet to make a decision.

Appendix 4: District & County Council Report:

South Cambs District Council

South Cambridgeshire businesses affected by the post-Christmas national lockdown can now apply online for the Government's **Restart Grants**.

The Restart Grants funding scheme was announced by Government on Wednesday 3 March 2021 and is designed to support businesses (including non-essential retail, leisure, personal care, sports facilities and hospitality businesses) that are predominantly reliant on delivering in-person services for the general public.

The funding scheme has two strands. Under strand one, grants of up to £6,000 will be paid to non-essential retail business premises to help them to reopen safely. Under strand two of the scheme, grants of up to £18,000 will be allocated to hospitality, accommodation, leisure, personal care and gym business premises, which may open but will be more impacted by restrictions when they do reopen. The level of grant that will be paid under both strand one and two will depend on the rateable value of the premises on Thursday 1 April 2021.

All grants require an online application form to be completed. Details on the Restart Grants and how to apply can be found on our Restart Grants webpage. The application process allows pre-payment checks to confirm scheme eligibility and to allow the appropriate level of grant to be identified. The application closure date for the Restart Grant funding scheme is Wednesday 30 June 2021 and final payments will be made by Saturday 31 July 2021.
So far we have paid out £2,071,340 out of our £5,814,090 allocation.

Lockdown Grants
With regard to the Lockdown Grants the status is:
As of April 30th, South Cambs had paid out £11,699,086 in total to 4,834 businesses since November 2020 grants opened (LRSG and ARG/hardship).
We have paid £4,243,931 out of our £4,594,889 Additional Restrictions (discretionary - hardship) allocated pot to 1,597 South Cambs businesses (92% of fund).

Positive testimonials continue. One of the loveliest from this week as below - an independent Cruise and Travel Company to whom we awarded a significant 5 figure grant:
"Hello Team. I can't even begin to tell you how much difference this will make to xxxxx. It is like a life line and will actually make more difference than you can possibly imagine.
My day started with about 10 emails, all with cancellations and amends, and having to work on my own due to furlough and sickness, then your email - I actually cried – happy tears.
Thank you isn't enough – our business making it through is! And this is what you will have done for us.
Kind Regards,"

Local Plan Responses
In response to false claims by the CPRE, regarding the Greater Cambridge Local Plan consultation, the First Conversation, led to more than 5,000 unique visitors to their website, 6,000 people engaged at events and 30,000 views of our videos online. We know that over 700 different named respondents
Further context

They gathered 226 comments from individuals at events. They received over 1,000 responses via our website (which permitted anonymous responses). Some of these will have been comments submitted by the same person to different questions.
6,500 comments were registered on our online consultation system, Opus 2 Consult. 740 unique respondents had responses registered on our system in this way. 89% of respondents were from a CB postcode.

Cambridgeshire County Report

Primary School Places
More were offered their first choice school – 94.5 per cent – than last year's 93.7 per cent. This year 99 per cent were offered a place at one of their three chosen schools, compared with 98.6 per cent last year.
The proportion of pupils in Cambridgeshire offered a place at one of their first two choices was also up – from 97.9 per cent last year to 98.4 per cent this year.
Cambridgeshire County Council received 6420 applications for primary school places this year, compared with 6820 in 2020.
If parents have not yet applied for a place for this September, they should contact Cambridgeshire County Council. Any parents unhappy with the place their child has been allocated can appeal Cambridgeshire County Council.

Foxton Travel Hub
Given lack of progress with officers we are now moving to the campaigning phase i.e. to stop the hub.

East West Rail
New dates have been announced for our programme of livechat and webinar sessions. The original events will go ahead as planned, with six additional livechat sessions and five new webinars planned over May and June.

•Livechat sessions are a great opportunity to ask our experts anything: the team will be on standby to answer any questions you may have, live
In Webinars, the team present prepared information about the project, ending the sessions with a question and answer session, grouping frequently asked questions for ease.

Livechat events
Public live chat week 5 Tuesday 4 May, 6pm-8pm
Wednesday 5 May: 6pm-8pm (new)
Public live chat week 6 Thursday 13 May, 10am - 12pm
Saturday 15 May, 11am-1pm (new)
Public live chat week 7 Thursday 20 May, 10am - 12pm (new)
Saturday 22 May, 10am - 12pm
Public live chat week 8 Monday 24 May, 2pm - 4pm
Thursday 27 May, 6pm-8pm (new)
Saturday 29 May, 2pm-4pm
Public live chat week 9 Monday 31 May, 2pm-4pm (new)
Tuesday 1 June, 6pm - 8pm
Wednesday 2 June, 6pm-8pm (new)

Webinar sessions
Please see below for the full list of future webinar sessions covering each section of the Consultation Document.

Harlton to Hauxton* and The Shelfords to Cambridge
Tuesday 11 May, 11am - 12pm
*Please note that this event was originally focused on Section E of the Consultation Document (Harlton to Hauxton) and will now be a combined event that will also cover Section F of the Consultation Document (The Shelfords to Cambridge)

The Shelfords to Cambridge* and Harlton to Hauxton
Monday 10 May, 7pm - 8pm
*Please note that this event was originally focused on Section F of the Consultation Document (The Shelfords to Cambridge) and will now be a combined event that will also cover Section E of the Consultation Document (Harlton to Hauxton)

End