Duxford Parish Council

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

MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD IN THE DUXFORD COMMUNITY CENTRE ON THURSDAY 12 AUGUST 2021 AT 8PM

		ACTION BY
	Present: Cllr Dee, Cllr Hyde and Cllr Priestley. Chairman O'Grady and Clerk Joanne Depradines-Smith. One member of the public online.	
	Open Forum: None.	
	The Meeting commenced at 8.00pm; the Chairman welcomed all attendees to the meeting.	
123	**Apologies**: Cllr Denton, Cllr Dickson, Cllr Harris, Cllr Heath, Cllr Skeates-Hall, Cllr Young and Cllr Wood.	
124	**Declaration of Interests:** None	
125	**Previous Minutes**: The agenda and amended minutes of the monthly Parish Council meeting held on 08 July 2021, as circulated to all members, was agreed and signed by the Chairman.	
126	**Matters Arising:** **118 – Public Art Contribution**: Cllr Dee confirmed that the Cllrs responsible for contacting different applicants has changed. The Chairman will arrange for a pilot film for the trail and Cllr Priestley will bring a Jazz event presentation to the next meeting.	**Cllr Dee** **Cllr Heath** **Cllr Priestley** **Chairman**
127	**Chairman's Announcements:** The Chairman shared the following: **a. Allotment trees:** A tenant has raised a concern regarding trees from the Millennium Wood affecting their plot. The Chairman agreed to investigate further. **b. Telephone Box:** A parishioner asked for the base to be inspected, as wearing. Cllr Hyde agreed to purchase garage floor paint to seal this and purchase bespoke pins / star clips to finalise window pane repairs, and to inspect why the light has ceased functioning. The Chairman thanked Cllr Hyde for all of his hard work with the telephone box. **c. The Rustons hedge:** The Chairman confirmed that this matter is being handled by SCDC as a new planning application. **d. The Refill Barn:** A parishioner has suggested hosting a food / cleaning provisions refill business in the Recreation Ground car park. The idea was not progressed as other food vehicles on the site have been turned down this year.	**Chairman** **Cllr Hyde**

		ACTION BY
	e. Playground sinkhole: The Chairman confirmed that a cavity has appeared underneath the toddler equipment slide base, although the surface remains intact. It was agreed to purchase a mending kit as soon as possible, as a health and safety matter.	**Clerk**
128	**Planning:** **a. Planning applications received from SCDC:** None **b. Planning decisions confirmed by SCDC:** None **c. Planning correspondence:** None.	
129	**Finance: Accounts for payment:** See appendices. **a. Revised 2019 and 2020 audit figures**: The Chairman confirmed that following notification from our external auditors, the borrowing figures for 2019/2020 should have been £ 848.755 and £841.137 for 2020/2021.	
130	**District and County Council Matters:** None as Cllr McDonald absent.	
131	**Allotments Report:** The Chairman confirmed that the purchased water containers may have to be returned as inadequate. A tenant is in communication with the Clerk regarding plot condition.	**Chairman**
132	**Operations Report:** See appendices. **a. Bowls Club 10 year lease:** This was agreed upon. **b. Recreation Ground hire request**: This request was unapproved as the revised date clashes with an existing DUFC event.	**Clerk** **Clerk**
133	**Policies – new Code of Conduct policy:** This was unanimously agreed upon (adopted).	**Clerk/ Cllr Hyde**
134	**School Community Room future community use:** It was decided that the room built for Duxford's community was now for School use only, due to safeguarding rules and the creation of the new Community Centre on the Recreation Ground. DPC officially relinquish any connection, recognising the hard work by those in Duxford who helped build it many years ago.	
135	**Duxford 1950's signed parochial cloth donation storage:** It was agreed in the short term to house this in the Clerk's office and consider longer term storage at a later meeting. The Chairman wished to thank Elizabeth and Peter Brown for their kind donation.	
136	**The Rowan charity request:** It was decided that as this charity did not support any Duxford parishioners, no donation would be made at this time.	
137	**2021 DPC surgeries:** Cllr Dee raised the idea of holding official surgeries, possibly in conjunction with the Wednesday coffee mornings held at the new centre. Cllr Dee agreed to investigate further and bring this to the next meeting for a decision.	**Cllr Dee**
138	**Diary and next meetings:** • 09 September 2021 - Monthly Parish Council Meeting at 8pm • 14 October 2021 - Monthly Parish Council Meeting at 8pm	
139	**Meeting closure:** 8.38pm. **Signed: ……..**	

Dated: ……..

2 Appendices to follow:

Appendix 1: Accounts for payment: **As authorised by the Chairman and Cllr Dee:**

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Sam Turner & Son	**Retrospective payment:** Allotments water container	**Debit Card**	104.40
Silver Valley via Amazon	**Retrospective payment:** Basketball hoop	**Debit Card**	36.99
Green Acres	**Retrospective payment:** Recreation Ground contractor Inv. GA001	**Bank Transfer**	762.50
Peter Dee	**Retrospective payment:** Table tennis bats & balls	**Bank Transfer**	69.01
Peter Dee	**Retrospective payment:** Recreation Ground bin	**Bank Transfer**	419.94
RVCronin	**Retrospective payment:** Basketball court installation	**Bank Transfer**	4146.00
Sarah Ashworth	**Retrospective payment:** Brewery Field maintenance	**Bank Transfer**	350.00
CAPALC	Cllr training Inv. 2785	**Bank Transfer**	40.00
CAPALC	Cllr training Inv. 2787	**Bank Transfer**	50.00
Duxford Community Centre	Room booking for August 2021 Inv. 2020-199	**Bank Transfer**	12.50
Buchans	Maintenance contract - Invoice: 2643	**Bank Transfer**	647.33
Buchans	Maintenance contract - Invoice: 2644	**Bank Transfer**	171.80
Buchans	Maintenance contract - Invoice: 2645	**Bank Transfer**	236.63
Envirocare	Maintenance contract - Invoice: 147874	**Bank Transfer**	60.00
Envirocare	Maintenance contract - Invoice: 147875	**Bank Transfer**	66.00
Envirocare	Maintenance contract - Invoice: 147677	**Bank Transfer**	342.00
Envirocare	Brewery Field grass cutting - Invoice: 148292	**Bank Transfer**	84.00
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1170.38

Total £8769.48

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
07/07/2021	Nest	Clerk Pension	**Direct Debit**	43.51
29/07/2021	Nest	Clerk Pension	**Direct Debit**	45.01
23/07/2021	ICO	Information Commissioners Office annual fee	**Direct Debit**	35.00

Total £ 123.52

Appendix 2: Operations Report:

Brewery Field

- The wooden exercise equipment and shelter is being well used and has blended into the environment.
- The new water butt and the one on the bike shelter that should now be full are sadly completely empty as both taps were left open. Signs have been added to try to stop it happening again.
- The short central areas of the site were mown in time for the IWM airshow 23/24 July.
- Thanks to DUFC for providing parking and thus reducing congestion in the village.
- There were many compliments about the facilities on both Brewery Field and the Rec/ Community Centre.
- Users of BF were very well-behaved, with almost no litter left on site and everyone respecting social distancing advice.
- The rather ugly water containers will be covered by brush screening once the product is back in stock (mid-August).

Recreation Ground

- The newly installed basketball hoop has been pulled off the side of the building. It has now been reinstalled with stronger attachments.
- We are still negotiating with SCDC as to who should be paying for replacement bins.

End