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 11 NOVEMBER 2021 AT 8PM

		ACTION BY
	Present: Cllr Dee, Cllr Denton, Cllr Hyde, Cllr Priestley and Cllr Skeates-Hall and Chairperson O'Grady. Clerk Joanne Depradines-Smith. Cllr Young and Cllr Wood joined via Zoom. District and County Cllr Peter McDonald (in part). Four members of the public online. **Open Forum:** None. The Meeting commenced at 8.00pm; the Chairperson welcomed all attendees to the meeting.	
173	**Apologies**: Cllr Dickson, Cllr Harris, Cllr Heath.	
174	**Declaration of Interests:** None.	
175	**Previous Minutes**: The agenda and minutes of the monthly Parish Council meeting held on 14 October 2021, as circulated to all members, was agreed and signed by the Chairperson.	
176	**Matters Arising:** **166a – Public Art Contribution Music Festival**: Cllr Dee confirmed that Mr McPherson can proceed with a revised budget of £2500.00.	
177	**Chairperson Announcements:** The Chairperson shared the following: **a. IWM Neighbourhood Forum postponed:** A revised date is awaited. **b. Parish Infrastructure Workshop:** Cllr Denton provided feedback including that the Whittlesford Railway Hub has not yet entered the official planning process. **c. Royal Jubilee Celebrations 2022:** To be discussed nearer the date. **d. Liberty Lane lighting (Bowls Club to Mangers Lane):** A written objection was acknowledged. No action. To be revisited only if further concerns are raised. **e. IWM overflying:** Cllr Denton confirmed that an ongoing concern was a work in progress. **f. Pavilion light:** The Chairperson agreed to reposition the light as shining into a neighbours windows, and the sensor is being activated by passing traffic. **g. Playground inspections:** The Company achieving this has reopened and offered a free inspection which was agreed upon. **h. Overhanging tree at The Biggen:** To be highlighted during the upcoming tree survey.	**Clerk**

		ACTION BY
178	**Planning:** **a. Planning applications received from SCDC:** None **b. Planning decisions confirmed by SCDC:** None **c. Planning correspondence: Including items for IWM:** Cllr Hyde asked that future IWM planning applications regarding listed status buildings with small amendments such as a new door or roof tiles, need not be brought for decision at meetings if the Planning Team, Chairperson and Clerk are in agreement. This was agreed upon.	
179	**Finance: Accounts for payment:** See appendices. **a. Precept: Discuss 2022/2023 priorities:** After much discussion regarding a raise of 6%, it was agreed not to pay £700 for the big exercise rig to be inspected, as the annual RoSPA inspection covers this, and to use the remaining S106 teenage funds to maintain the new Recreation Ground and Brewery Field equipment. To be finalised at the next meeting.	**Chair**
180	**District and County Council Matters:** See appendices.	
181	**Allotments Report:** A discussion took place regarding the benefits of raising rents by inflation +1% or continue to raise in lump sums going forward until the site income covers annual costs. The Chairperson will investigate further and bring to the next meeting.	**Chair**
182	**Operations Report:** See appendices. **a. Recreation Ground access and Liberty Lane options:** Following an onsite meeting with a Highways representative, options to tarmac the access road and improve Liberty Lane will be explored, including funding possibilities. **b. Recreation Ground new padlock:** This was agreed upon (low barrier). **c. Recreation Ground playground gate repositioning:** Postponed to the next meeting. **d. Recreation Ground car park: School request during rebuild:** It was agreed to offer 5 places to the School on a first come, first served basis. The Clerk will communicate the access code. **e. Liberty Lane lighting and defibrillator electricity supply costings clarification:** Cllr Dee confirmed that DCC are paying approximately £90 annually for this electricity. DCC have requested that they continue to pay this as a goodwill gesture and will notify DPC should this change in the future, with no back payments required. **f. Brewery Field bench installation:** An installation fee of £100 was agreed upon to secure the donated bench to the ground in Brewery Field.	**Chair / Cllr Heath** **Cllr Harris** **Clerk** **Cllr Heath**
183	**Diary and next meetings:** • 09 December 2021 - Monthly Parish Council Meeting at 8pm • 13 January 2022 - Monthly Parish Finance Meeting at 7.30pm • 13 January 2022 - Monthly Parish Council Meeting at 8pm	
184	**Meeting closure:** 9.05pm. **Signed:** ……. **Dated:** …….	

3 Appendices to follow:

Appendix 1: Accounts for payment: **As authorised by the Chairperson and Cllr Skeates-Hall:**

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
MG Recycling Ltd (Mick George)	**Retrospective payment:** Allotment skip Invoice: SLS363924	**Debit Card**	234.00
MG Recycling Ltd (Mick George)	**Retrospective payment:** Allotment skip Invoice: SLS367682	**Debit Card**	234.00
Amazon (Suregreen)	**Retrospective payment:** Allotment plot dividers (chicken wire and posts)	**Debit Card**	117.12
S & M Hoad	War Memorial planting	**Bank Transfer**	36.00
CAPALC	Councillor training	**Bank Transfer**	75.00
Sarah Ashworth	Brewery Field maintenance (July – October 2021)	**Bank Transfer**	300.00
Envirocare	Maintenance contract - Invoice: 152516	**Bank Transfer**	60.00
Envirocare	Maintenance contract - Invoice: 152517	**Bank Transfer**	66.00
Envirocare	Maintenance contract - Invoice: 152323	**Bank Transfer**	342.00
Envirocare	Brewery Field grass cutting - Invoice: 151372	**Bank Transfer**	480.00
RDC	Donation to Royston & District Community Transport	**Bank Transfer**	50.00
Pete Dee	Cllr expenses: new Recreation Ground access gate padlock	**Bank Transfer**	47.71
Roy O'Grady	Cllr expenses: Lawnmower fuel	**Bank Transfer**	8.36
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1113.44

Total £3,163.63

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
08/10/21	Nest	Clerk pension	**DD**	39.87
01/11/21	PLWB	Public Loans Work Board loan repayment	**DD**	12408.16

Total £ 12,448.03

Covid Payments

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Roy O'Grady	Covid: shopping refund (SCDC request)	**Bank Transfer**	22.03

Total £22.03

Appendix 2: Operations Report:

Duxplay

- Inspections will continue to be done by the previous company – they have offered one free inspections to compensate for their lack of communication recently.
- Proposal to move the gate so that the mowers will not have to drive over the paved area.

Brewery Field

- A 1 year maintenance contract for Brewery Field (April 2022 March 2025) is being sent out this week for tender to all contractors. A 3 year contract will be offered from April 2023, so as to synchronise timing with other DPC maintenance contracts.
- SMT will provide a team of volunteers to help with tree mulching and hedge planting from 0930 on Brewery Field on November 16th and on the Recreation Ground and BF on November 25th.

• A bench will soon be installed between the exercise equipment structures so that parents can keep a close eye on their children. Sincere thanks to the parishioner who donated the bench and to Cllr Priestley for refurbishing it.

Recreation Ground

• The school have asked whether they can use up to 5 spaces in the car park while the rebuild is taking place.
• The electricity cost of car park lighting and powering the defibrillator are currently covered by DCC – we are waiting for an estimate of how much this is.
• Free hedging plants arrive Monday 22nd November and 20 of these will be planted in the gaps around the car park on Thursday 25th by a team of volunteers. Please help if you can.
• The Community Centre Cafe is now closed on Mondays, with the exception of Bank Holidays.

• **Access Road**: DPC met with Highways last week, to discuss our options for improving access to the Community Centre car park for road traffic, cyclists, mobility vehicles and pedestrians. They informed us that we may be eligible for a Local Highways Initiative Grant to cover some of the cost of widening the lane. However, the cost of tarmac-ing the driveway is substantial, probably approaching £50K, as costs of materials have more or less doubled in the past year. DPC proposals, *provided that funding can be found*, include:
  ◦ to tarmac the driveway. This will reduce noise to the neighbouring properties and enable cyclists to access;
  ◦ to remove the existing hedging and small trees that border the gravel drive, widening Liberty Lane so that it can safely accommodate both mobility vehicles and pedestrians;
  ◦ to plant a new, native hedge, ensuring a safety barrier between Liberty Lane and the access road.

DPC will discuss at the next meeting whether to proceed with this plan and funding options.

War Memorial & Telephone Box

• St Peter's Street, Chapel Street and Hinxton Road will be closed from 1050 until 1110 on Remembrance Sunday 14th November.

St John's Churchyard

• We are still awaiting a refund for the diseased tree that was sent back. A new tree will then be purchased.

Verges

• We continue to remind the contractors of their responsibility for cutting back verges on the footpaths. However, it is the responsibility of the home-owner to do this if the foliage is coming from shrubs and trees on their property, or if the boundary wall or fence is dangerous. Home owners on Long Lane are regularly reminded of this requirement.

Appendix 3: County and District Councillor Report:

South Cambs District Council

Update on the development of the next Local Plan

The consultation period on the 'first proposals' stage in the development of the joint Cambridge City and South Cambridgeshire Local Plan began on November 1st and runs until 5pm on December 13th. The proposals were published in August by the Greater Cambridge Shared Planning Service (GCSPS) for consideration by parish councillors, residents, district councillors and other stakeholders.

GCSPS will be holding an in-person drop-in event on Saturday 27 November, 9am to 12pm, at Great Shelford Farmers Market. Further to the updates provided in the October reports, GCSPS has gathered the key links connected to the Local Plan:

Grant scheme for young people: deadline November 10th

A new grant has opened aimed at providing funds for projects that support children and young people. £38,000 is available through the scheme for projects which help to empower children and young people; helping them to build self-belief and make a positive difference to themselves and their community. Organisations that are independently set-up for charitable or social benefit (including Parish Councils) can apply for grants of between £4,000 and £8,000. This is being administered via the Grants Advisory Committee, who will review all the applications and award the grants to successful projects in early 2022.

The deadline for applications is Wednesday November 10th

Black History Month

This year, South Cambs joined forces with Cambridge City Council to run events for Black History Month. The first virtual event took place on October 4th with Patrick Vernon OBE who spoke about preserving the legacy of the Windrush Generation. The second live event was hosted by the Cambridge African Network on Thursday 14th with a panel talking about their experiences of living in the UK and Cambridgeshire.

Council services to support people to live independently

South Cambs' Visiting Support Service is free for people over the age of 65, with a short-term focus to support people in their home – perhaps someone recovering from an operation, or who will be on their own for a short period of time, or who is having an unexpected crisis. The Community Warden Service is longer-term, and a nominal fee is payable; clients can be of any age, and the wardens will ring up or visit on a regular basis, and can help with tasks such as form-filling, picking up some essentials from the shop, or just being a friendly face. The Community Lifeline Service (under £4.50/week) provides a worn pendant that individuals of any age can press in an emergency, such as if they have a fall at home on their own.
We have produced some leaflets and posters to raise awareness of these services-attached are samples. If you would like some leaflets or a few posters to display please email Lesley.McFarlane@Scambs.gov.uk

South Cambs Christmas market

SCDC's Business Support team is organising an outdoor Christmas market in Cambourne on Sunday 5 December 3pm to 8pm.

Do you know any local performers who may like to perform on the stage at the event for about 30 minutes? They could be school, college or community groups, choirs or amateur dramatics group, musicians or bands. Please ask them to get in touch with the organising team at: reopening@scambs.gov.uk

<u>Cambridgeshire County Report</u>

County Highways Issues

The Nov 4th committee looked at:
- County wide policy for 20 mph – a full paper will come back to the Committee
- HGV policy.
- Moving traffic offences e.g. yellow box blockage – this will be facilitated by Civil Parking Enforcement.
- Kings Parade barrier development and ant-terror review for the City.

Addenbrookes Roundabout
A safety review is underway after the sad fatality of a young woman who was hit by an artic fuel tanker.

Guided Busway
An independent review will take place of the Southern stretch after the recent facility in a similar area to the 2018 death of Stephen Moir.

School Governors
A campaign has been launched to find more people willing to serve on the governing bodies of schools in Cambridgeshire. Schools are looking for governors who can bring a variety of skills and expertise from a wide range of backgrounds. Governors – who are volunteers – support the strategic leadership of the school, providing support, challenge and accountability to the school's Headteacher and senior leaders. The Headteacher is responsible for the operational running of the school on a day-to-day basis.

Cambridgeshire County Council is particularly seeking to build diverse governing bodies which reflect the communities they serve, enabling children to succeed and thrive.
Previous experience of being a school governor is not necessary, as full induction and training will be offered. Experience of working in education is not necessary either. Governors are usually appointed for a four-year term. Time commitments vary from school to school, but to fulfil the role effectively, governors are expected to sit on individual committees, visit the school regularly and attend full governing body meetings.

Responsibilities include working as part of a team, maintaining educational standards and performance, holding the school to account and monitoring the school's budget.

	Covid 19 ERA Rising rates in older people coupled with building pressures on local health and education services led to the Cambridgeshire & Peterborough Councils who are both responsible for public health to ask Government to grant the whole area 'enhanced response area' status for at least five weeks from Monday November 1 - to bring down infection rates which are currently higher in most areas than seen in January's peak. The ERA status allows us to push for additional support to: • Accelerate and target 12-15 vaccination roll out to key areas and schools where infections are highest • Accelerate booster vaccinations for eligible groups who have had their second vaccination more than six months ago • Increase vaccination rate in areas with the lowest uptake • In addition, as part of ERA status the area will enter into further discussions with the DfE about additional measures it can use in schools, but in the meantime it will continue to: • Encourage secondary school teachers or pupils who are household contacts of positive cases to take daily LFT tests • Continue with advice given to schools before the half term that face coverings should be worn in secondary school communal areas, and that meetings happen virtually where possible • Encourage anyone who is a household contact of a positive case to take daily rapid tests, until a negative PCR test is received • For the general population a government funded additional communications push will also begin from next week • Recommending wear face coverings in crowded and enclosed areas where you come into contact with people you do not usually meet' • Reminding people to get their vaccinations, test regularly and particularly before attending events, meet with others outside their households in well ventilated spaces and wash hands regularly and well **End**	