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 14 OCTOBER 2021 AT 8PM

		ACTION BY
	Present: Cllr Dee, Cllr Denton, Cllr Harris, Cllr Heath, Cllr Hyde and Chairperson O'Grady. Cllr Young and the Clerk Joanne Depradines-Smith joined via Zoom. District and County Cllr Peter McDonald (in part). One member of the public online. **Open Forum:** None. The Meeting commenced at 8.06pm; the Chairperson welcomed all attendees to the meeting.	
156	**Apologies**: Cllr Dickson, Cllr Priestley, Cllr Skeates-Hall and Cllr Wood	
157	**Declaration of Interests:** None.	
158	**Previous Minutes**: The agenda and minutes of the monthly Parish Council meeting held on 09 September 2021, as circulated to all members, was agreed and signed by the Chairperson.	
159	**Matters Arising:** **143:127a – Allotment Trees**: The Chairperson confirmed that tree surgeons are being sought for all tree works at the site, along with trees in Polecat Lane and The Green. **143: 127b: Telephone Box:** The Chairperson thanked Cllr Hyde for repairing the telephone box and for installing a floating base level shelf to prevent flooding (pending permanent fixture). **143: 127e: Playground sinkhole:** Thanks to our Chairperson for undertaking this repair. **144b: A505 crossing Active Travel Scheme proposal: Tranche 2:** This is a work in progress. **144c: Litter picking:** The Chairperson thanked all involved with this successful event, especially the national geocaching group who organised it. **144e: Airshow Brewery Field RAF Association stall:** Cllr Heath confirmed this took place. **144f: St. Peter's Street overhanging foliage:** The Chairperson confirmed as cut back. **144g: Parsonage Close bouncy castle request:** The Chairperson confirmed that no further correspondence was received, and the event date had now passed. **144j: OVO Free trees:** Cllr Heath confirmed 100 free hedging plants had been ordered. **144k: Recreation Ground disabled access:** The Chairperson thanked Cllr Hyde for painting this area with yellow hazards to prevent further parking issues. **149c: Playground signage:** The signs have been delivered and are poised to be installed on Brewery Field and The Recreation Ground.	**Clerk / Cllr Heath** **Cllr Hyde** **Chair** **Cllr Heath** **Clerk**

		ACTION BY
160	**Chairperson Announcements:** The Chairperson shared the following: **a. School rebuild parking:** Duxford School have requested five parking spaces at the Rec whilst the School is rebuilt (from February 2022). To be decided upon at the next meeting. **b. Community Centre small hall angled outside paving:** Concerns had been received following incidents of users stumbling on the sloped paving. It was concluded that no hazard tape or paint is appropriate, as there is already a handrail in place. **c. Lane lighting near the Bowls Club:** A concern was received regarding the lack of illumination at this juncture. Although there is no Council obligation for lanes to be lit, ideas as to how to improve access to the Community Centre during open hours are being explored. **d. Land to the rear of Parsonage Close:** The Chairperson acknowledged a parishioner concern regarding overgrown sycamore trees. SCDC have since confirmed that the trees are situated on private land.	**Chairperson /Cllr Heath**
161	**Planning:** **a. Planning applications received from SCDC:** See appendices. **b. Planning decisions confirmed by SCDC:** None **c. Planning correspondence:** None.	
162	**Finance: Accounts for payment:** See appendices.	
163	**District and County Council Matters:** See appendices.	
164	**Allotments Report:** **a. Purchase plot division barriers and pathway maintenance:** It was agreed to purchase plot division materials and review the allotments contract to include pathway maintenance and decide upon at the next meeting. It was noted that the inside of the hedge had not been cut in the last two years as stipulated in the contract. The Clerk agreed to contact the contractor.	**Chair / Clerk** **Clerk**
165	**Operations Report:** See appendices. **a. Air show parking on the Recreation Ground 2022:** It was agreed that Duxford United Football Club could operate a fundraiser via parking throughout 2022, providing any damage to the pitch would be their responsibility. **b. Community Centre bin storage:** It was agreed that the bins could be stored on an extended platform to be constructed between the Centre and the tennis courts, allowing DCC / the café to use the built in bin store for other purposes. **c. Community Centre paving:** It was agreed to build a fund to replace the existing paving at the front of the Centre with vehicle load-bearing paving. The engraved paving stone remain the property of DCC, and replacements would be DCC's responsibility, engraved or otherwise. Cllr Harris agreed to bring quotes for relocating the playground access gates to the next meeting, as an alternative solution. **d. Liberty Lane lighting and defibrillator electrical supply costs clarification:** It was acknowledged that DCC are paying for these DPC responsibilities presently. Cllr Dee agreed to provide backdated costs and expected annual costings to the next meeting. **e. Maintenance contractors:** Cllr Heath confirmed that issues with contractors have resulted in verges and lanes not being kept to standard. The Clerk will contact the contractors. **f. Brewery Field volunteers (Volvo / SMT):** Cllr Heath wished to thank SMT for their offer of help on Brewery Field, including two volunteer days.	**Clerk** **Cllr Dee** **Cllr Harris** **Cllr Dee** **Clerk**

		ACTION BY
166	**Public Art Contribution:** **a. Duxford Music Festival**: Due to a miscalculation of funds available, it was agreed to ask the organiser if they could lessen fees. **b. Sculpture:** Cllr Heath shared new ideas. To decide upon at the next meeting. **c. Film Trailer:** Cllr Heath was unable to share the trailer due to technical difficulties. This will be shared with Cllrs via email. To be decided upon at the next meeting. **d. Brewery Field bespoke signage:** A bespoke sign created by a local artist was agreed upon subject to available funds upon completion of the three previous ideas. (£50 cost).	**Cllr Dee** **Cllr Heath** **Cllr Heath** **Cllr Heath**
167	**Section 137: Poppy Wreath:** It was agreed to donate £100 to the Poppy Appeal.	**Clerk**
168	**Remembrance Sunday road closures:** This was agreed upon.	**Clerk**
169	**Speedwatch update:** Cllr Denton advised that there are two suitable sites in Duxford to monitor traffic. Volunteers will be sought and signage (mobile, flashing / recording) purchased as soon as funds allow.	**Cllr Denton**
170	**Donation request: Shelford and Stapleford Youth Initiative:** It was agreed to invite a representative to a future meeting to provide more information.	**Clerk**
171	**Diary and next meetings:** • 11 November 2021 - Monthly Parish Council Meeting at 8pm • 09 December 2021 - Monthly Parish Council Meeting at 8pm	
172	**Meeting closure:** 9.23pm.	

Signed: …….

Dated: …….

4 Appendices to follow:

Appendix 1: Planning applicationsreceived from SCDC:

APPLICATION REF	LOCATION	PROPOSAL
21/04157/FUL	Duxford United Reformed Church, Chapel Street Duxford	Proposal: Change of use to residential (two 1 bedroom flats), repair to external features of the listed building and internal alterations to allow new use - Resubmission of 21/00400/FUL
21/04158/LBC	Duxford United Reformed Church, Chapel Street Duxford	Proposal: Change of use to residential (two 1 bedroom flats), repair to external features of the listed building and internal alterations to allow new use - Resubmission of 21/00401/LBC

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

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
The British Legion Poppy Appeal	Poppy wreath (Section 137)	**Cheque 002224**	100.00
PKF Littlejohn LLP	**Retrospective payment:** 2020/21 External audit	**Bank Transfer**	960.00
Duxford Community Centre	**Retrospective payment:** Room booking October 2021 – March 2022: Inv. 2020-272	**Bank Transfer**	120.00
Pete Dee	**Retrospective payment:** Cllr expenses : Payment to J Burns for new Rec bin installation	**Bank Transfer**	60.00
Roy O'Grady	**Retrospective payment**: Cllr expenses: Lawnmower blades / fuel and basketball hoop repairs	**Bank Transfer**	43.89
J Depradines-Smith	**Retrospective payment:** Clerk expenses: 2 x Allotment tap purchase (spares)	**Bank Transfer**	14.00
Buchans	**Retrospective payment:** Maintenance Inv: 2685	**Bank Transfer**	755.90
Buchans	**Retrospective payment:** Maintenance Inv: 2686	**Bank Transfer**	237.24
Buchans	**Retrospective payment:** Maintenance Inv: 2687	**Bank Transfer**	78.87
Buchans	Maintenance contract: Inv: 2720	**Bank Transfer**	755.90
Buchans	Maintenance contract: Inv: 2721	**Bank Transfer**	157.75
Buchans	Maintenance contract: Inv: 2722	**Bank Transfer**	171.80
Green Acres	Maintenance contract: Inv: GA 002	**Bank Transfer**	915.00
Envirocare	Maintenance contract - Invoice: 150996	**Bank Transfer**	60.00
Envirocare	Maintenance contract - Invoice: 150997	**Bank Transfer**	66.00
Envirocare	Maintenance contract - Invoice: 150777	**Bank Transfer**	342.00
Envirocare	Brewery Field grass cutting - Invoice: 151372	**Bank Transfer**	480.00
The Hundred Parishes	Annual membership	**Bank Transfer**	10.00
Urban Sign Solutions Ltd	Play equipment areas signage	**Bank Transfer**	258.00
Cambridge Water	Allotments water (Pennon Water)	**Bank Transfer**	403.55
Shaggy Dog Ltd	IT assistance, domain and hosting: Inv: SI-114	**Bank Transfer**	436.78
HMRC	Quarterly payment	**Bank Transfer**	324.75
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1123.30

Total £7874.73

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
07/09/2021	Nest	Clerk pension	**DD**	42.23
08/10/2021	Nest	Clerk pension	**DD**	39.87

Total £82.10

Appendix 3: Operations Report:

Duxplay (playground)

- The sinkhole under the matting has now been filled – thanks to our Chair, Cllr O'Grady.
- The large round swing and gate need greasing to reduce noise.
- Our Clerk continues to try to find a suitable company to do the quarterly inspections, after being let down by the previous one.

Brewery Field

- Envirocare did an excellent job cutting the site before the September airshow, leaving margins for wildlife and clearing the long clippings into habitat piles at the back.
- Water container taps have now been secured and the tanks have been covered with brush matting to make them less obvious – this cost (£150) was funded by Friends of Duxford Green Spaces, not DPC.
- The recent rain has topped up the pond and watered all the shrubs and trees.
- Local artist Caroline Merrifield, who did the wonderful illustrations for the Biggen info sign has offered to paint 12 watercolours of flora and fauna for a new Brewery Field info sign.

We will see if the DPC art fund has sufficient funds to cover her very modest fee of £150.

• Duxford company SMT have generously offered at least 8 volunteers to help spread 1500l of nutri-mulch (£116, funded by FODGS, not DPC) around the trees. This will feed them and stop them drying out when there is little rain. ***DPC and FODGS are hugely grateful for this generous offer, which will considerably enhance the tree canopy in Duxford for future generations***. SMT will also provide volunteers to plant the 6 free trees offered by SCDC and the 100 free hedging plants (from https://www.tcv.org.uk/communities/i-digtrees/) that will arrive at the end of November – these will be planted on both Brewery Field and the Recreation Ground to replace those that have been lost and secure the habitat area from dogs and children.

Recreation Ground
• DUFC have requested DPC permission to offer the pitch for parking on airshow days in 2022, on the understanding that any resulting damage to the pitch will be their responsibility.
• The Community Centre want to use some of the outside space next to the tennis court for bins storage, releasing storage inside the building. Cllr Dee will present details.
• The plain pavers outside the Community Centre are the responsibility of DPC (DCC owns the engraved pavers). DPC will build a fund that will eventually allow us to replace the plain pavers with vehicle standard pavers as some have cracked after being driven over.
• The minor electricity costs for the Liberty Lane lighting and the defibrillator are currently covered by the DCC, not DPC.

War Memorial & Telephone Box
• St Peter's Street, Chapel Street and Hinxton Road will be closed for a short period on Remembrance Sunday 14th November.
• The telephone box is now watertight, with a raised floor, thanks to Cllr Hyde.

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.

Appendix 4: County and District Councillor Report:

South Cambs District Council

Local Plan:
Residents are encouraged to comment on the First Proposals for the new Local Plan, after councillors at Cambridge City and South Cambridgeshire District Councils completed their formal scrutiny of the draft documents. The public consultation, which will start on 1 November, will help to shape the final plan – which will eventually set out how Greater Cambridge will develop over the next twenty years. The proposals at this stage include 19 new sites for homes and business space, with the majority of extra development proposed for North East Cambridge and the Cambridge Airport site.

37,198 homes are already planned for Cambridge City and South Cambridgeshire between now and 2041. This is through existing Local Plans for the District and City Councils which were adopted back in 2018, existing planning permissions and 'windfall' sites expected to come forward. Proposals for the new joint Greater Cambridge Local Plan suggest the following additional housing sites for the period up to 2041:

- 6,750 new homes at North East Cambridge and Cambridge East (the airport site);
- An additional 1,950 new homes at Cambourne;
- Bringing forward development at Waterbeach new town and Northstowe at a faster rate, so these become thriving communities more quickly;
- An additional 1,000 new homes at Eddington, on the land already allocated for development;
- Six additional village sites, totalling 384 homes;
- One additional site in central Cambridge, for 20 homes.

Afghan Re Settlement
Five more homes for families from Afghanistan are being put forward by South Cambridgeshire District Council – meaning up to around 40 refugees can now be housed.
Last month (August) the Council said it would provide homes to three families as part of its response to the international crisis.

Since then, five further suitable properties have been put forward, including some which have been identified following conversations with housing associations working in the area.
All the properties are being made available to support families relocating to the UK through the Afghan Locally Employed Support (LES) scheme, following a plea for Government for Councils to provide more housing help to Afghan nationals who worked for the British Government. The intention is for Cambridge City Council's experienced staff team to provide support to families as they arrive, helping them to establish new lives. This was already the arrangement for the first three properties identified for the LES scheme by South Cambridgeshire District Council.

New Business Growth Fund
So far c £1.4m has been awarded.

Visit South Cambs - Business Listings
As I mentioned last month South Cambs have launched a new business directory of businesses in the District. This is to try to boost local commerce now that we are coming out of Covid restrictions. Any viable, independent, business in South Cambridgeshire can apply to be listed on the website. It is essentially free advertising!

Cambridgeshire County Report

The return of schools this term has, as expected, led to a rise in the number of positive cases amongst both pupils and staff. In Cambridgeshire, 31.5% of recorded COVID cases for the week ending 22 September were in the 10 to 14 age group. A further 11.1% were amongst those aged 15 to 19. As a result, schools are working hard to balance safety with the need to ensure that children receive the education they deserve. All schools continue to ensure buildings are well ventilated and have enhanced cleaning regimes in place and children are encouraged to wash their hands well and regularly.

The rules around self-isolation changed last month and it is no longer a requirement for anyone who is under 18, or has had both doses of the vaccine, to self-isolate if they are a close contact of a positive case. Those who have not had both doses of the vaccine still need to self-isolate. It is therefore important that everyone who is eligible for the COVID-19 vaccine, takes up the offer. Pupils with symptoms should not attend school, given the potential risk to others, and should get a PCR test as soon as possible. Headteachers can take the decision to refuse access to school to protect other pupils and staff from possible infection with COVID-19 if they consider the pupil has symptoms.

All education establishments will have contingency arrangements in place to deal with a significant increase in cases and they will work closely with the Local Authority to step up measures where they are needed. This may include reintroducing temporary measures, including the wearing of face coverings and individual classes being ring-fenced from other groups within the school in shared spaces. Where there are insufficient staff to safely operate the school, children may be temporarily moved to remote learning, but only as a last resort. Support is available for people who need it whilst self-isolating, including payments for those who will lose income and struggle financially. Parents are also able to claim financial support if they need to self-isolate as a result of a child having symptoms or testing positive.

Covid 19 Testing

Residents are being advised that changes to lateral flow test collections from pharmacies come into force (Monday, 4 October).
Under the proposed change, people collecting a test from a pharmacy will be asked to register for a 16-digit collect code via www.gov.uk/get-collect-code or 119 prior to making a collection. This will then be recorded by the pharmacy.
However, Cambridgeshire County Council is advising residents that if they do not wish to register for a code, new government guidance states that their pharmacist should still provide them with the required test kits and record this as an anonymous collection.

Sawston Library
The reopening was on Saturday, October 2nd, with an official ribbon cutting ceremony at 10am. The building replaces the original Sawston Library regrettably lost to fire in 2012. The library opened for use last summer, but public celebration had been delayed due to Covid restrictions. This new building has been designed as a community hub, housing other services including the relocated children's centre, multi-purpose spaces and an outdoor play area. The library is situated next to the Marven Centre, on the Sawston Village College site.

End