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 09 DECEMBER 2021 AT 8PM

		ACTION BY
	Present: Cllr Dee, Cllr Heath, Cllr Hyde, Cllr Priestley and Cllr Wood and Chairperson O'Grady. Clerk Joanne Depradines-Smith. Cllr Harris joined via Zoom. District and County Cllr Peter McDonald (in part). Four members of the public online.	
	Presentation from Sawston and Shelford Youth Initiative: A charity providing youth services for 20+ Duxford children at Great Shelford and Sawston venues (10% of their overall attendees). Supported by local Parish Councils and fundraising activities. A donation is to be considered at the next meeting. Cllr Wood agreed to investigate whether the charity could operate in conjunction with the Duxford Youth Club in the future.	**Cllr Wood**
	Open Forum: None.	
	The Meeting commenced at 8.21pm; the Chairperson welcomed all attendees to the meeting.	
185	**Apologies**: Cllr Denton, Cllr Dickson, Cllr Skeates-Hall, Cllr Young.	
186	**Declaration of Interests:** Cllr Wood regarding the Duxford School planning item, as DX Club management.	
187	**Previous Minutes**: The agenda and minutes of the monthly Parish Council meeting held on 11 November 2021, as circulated to all members, was agreed and signed by the Chairperson.	
188	**Matters Arising:** None	
189	**Chairperson Announcements:** The Chairperson shared the following: **a. Dog playground:** A suggestion for a dedicated area for the sole benefit of dogs was deemed unsuitable for Parish Council land at this time. The Clerk will proffer alternative locations. **b. Street trading:** Newly implemented laws regarding street trader licences was shared. **c. Zero Carbon Initiative:** Thanks were given for the recently planted donated trees. **d. Duxford Covid Support Team feedback:** Sincere thanks have been received from various recipients of funds and gifts cards. **e. War Memorial:** Cllr Hyde agreed to investigate if three servicemen should be added to the War Memorial inscriptions; and if those lost from RAF Duxford should be acknowledged on the War Memorial Green, including international servicemen.	**Clerk** **Cllr Hyde**

		ACTION BY
190	**Planning:** See appendices: The SCDC online planning portal was unavailable during the meeting.	
	a. Planning applications received from SCDC: including Duxford School rebuilding plans: Concerns were raised as follows:	
	i. Previous plans shared by SCDC with the Parish Council and the public included a path for public use around the perimeter of the School grounds. The removal of the path was not communicated until 23rd November 2021. Some of the information used to justify the closure of the path was incorrect, including a serious crime in the immediate locality. Confirmation that the path via the School was not a legal public right of way had not been previously disclosed.	
	ii. As there had been a path through the school for some 30-50 years, it was agreed that an application to classify the present route as a Public Right of Way would continue.	
	iii. No request had been made to the Parish Council for the use of their land to access the school nor discussion on the potential impact on the Recreation Ground footpath maintenance, street lighting, car parking, access barrier; Petersfield Road overspill parking.	
	iv. DPC raised concerns that Highways had not had an input into the discussion, including the impact on Hunts Road traffic congestion, and the unsafe pedestrian / cyclist access via Green Street or Hunts Road.	
	v. It was acknowledged that the Parish Council did not wish to delay the much needed School rebuild, and that safeguarding the schoolchildren was of paramount importance at all times. The safety all parishioners, including the elderly, those with mobility needs, and children not yet of school age, should be considered, as a footpath would be to the benefit of all areas of the community.	
	vi. Cllr Peter McDonald confirmed that he would organise a site visit involving County, District and Parish Council representatives, along with Highways representatives.	**Cllr McDonald**
	Three planning applications could not be adequately assessed as plans unavailable on the SCDC website. Response provided to SCDC was 'no comment' with no parishioner objections received.	
	b. Planning decisions confirmed by SCDC: None	
	c. Planning correspondence: None	
191	**Finance: Accounts for payment:** See appendices.	
	a. Precept: Discuss 2022/2023: After much discussion it was unanimously agreed to raise the precept by 6% to £105,466.00.	**Clerk**
192	**District and County Council Matters:** See appendices.	
193	**Allotments Report:**	
	a. Agree revised annual rental fees: After much discussion it was unanimously agreed to raise the rental amount by the Consumer Prices Index (CPIH) + 5%.	**Chair / Clerk**
194	**Operations Report:** See appendices.	
	a. Recreation Ground playground gate repositioning: It was unanimously agreed upon to relocate the double access gates if the previous quote (£625+VAT) had increased by 10% or less. The Clerk will make enquiries.	**Clerk**
	b. Brewery Field maintenance contract 2022/23: Cllr Heath shared three quotes which proved incomparable. Further onsite meetings will be arranged for revised quotes.	**Cllr Heath**

ACTION BY

c. **Brewery Field signage:** It was unanimously agreed to fund new signage totalling £1370.00+ VAT. — **Cllr Heath**

Brewery Field donated bench: Cllr Heath confirmed that a quote to install the bench came in at £390+VAT which was considered too expensive. Cllr Heath and Cllr Priestley agreed to install the bench at materials cost only. — **Cllr Heath / Cllr Priestley**

Thanks were given to Brewery Field volunteers who helped this year, notably from SMT (Volvo) and local residents, both regular and occasional, who collectively made a huge difference.

Thanks were given to Cllr Dee, Cllr Hyde and Mrs Pam Hyde for relocating and planting trees around the Recreation Ground car park, in preparation for the playground gates repositioning.

Thanks were given to Cllr Hyde and the Chairperson for installing Recreation Ground and playground signage.

195 **Annual Clerk review (Public and Clerk excluded from this item).**

196 **Diary and next meetings:**

- 13 January 2022 - Monthly Parish Finance Meeting at 7.30pm
- 13 January 2022 - Monthly Parish Council Meeting at 8pm
- 10 February 2022 - Monthly Parish Council Meeting at 8pm

197 **Meeting closure:** 10.09pm.

Signed: ……..

Dated: ……..

4 Appendices to follow:

Appendix 1: Accounts for payment: **As authorised by the Chairperson and Cllr Heath:**

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Buchans	**Retrospective payment:** Maintenance contract - Invoice: 2761	**Bank Transfer**	647.72
Buchans	**Retrospective payment:** Maintenance contract - Invoice: 2762	**Bank Transfer**	157.75
Buchans	**Retrospective payment**: Maintenance contract - Invoice: 2763	**Bank Transfer**	237.24
Buchans	Maintenance contract - Invoice: 2793	**Bank Transfer**	269.97
Buchans	Maintenance contract - Invoice: 2794	**Bank Transfer**	647.81
Buchans	Maintenance contract - Invoice: 2795	**Bank Transfer**	204.18
Envirocare	Maintenance contract - Invoice: 154145	**Bank Transfer**	60.00
Envirocare	Maintenance contract - Invoice: 154489	**Bank Transfer**	144.00
Envirocare	Maintenance contract - Invoice:153953	**Bank Transfer**	342.00
HMRC	Quarterly payment	**Bank Transfer**	214.79
J Depradines-Smith	Clerk duties & expenses (postage)	**Bank Transfer**	1176.10

Total £4,101.56

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
05/11/2021	Nest	Clerk pension	**DD**	38.80

Total £ 38.80

Covid Payments

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Harston PC Food bank	Donation	**Bank Transfer**	500.00
Tesco Stores	Gift cards to put with Christmas hampers. (John Huntingdon Trust food bank - 14 x £50 =£700). £1000 minimum spend. £300 worth of gift cards retained for future Covid donation use.	**Bank Transfer**	1000.00
Mrs Lesley Strauli	Donation to Wednesday coffee mornings Christmas event (Duxford Community Centre)	**Bank Transfer**	150.00
The Priory Social Club	Donation to Wednesday coffee mornings Christmas event (Laceys Way Centre)	**Bank Transfer**	150.00

Total £1800.00

Appendix 2: Planning Report:

APPLICATION REF	LOCATION	PROPOSAL	DECISION
CCC/21/246/FUL	Duxford Primary School	Replacement single storey Key stage 1 block, new single storey pre-school building, and reconfiguration of the car park and replacement hardstanding for key stage 1, new boundary fence, landscaping and ancillary works.	**Refusal** **See agenda item 190**
21/04940/HFUL	3 St Peters Street, Duxford	Single storey extension to side and rear	**No comment** as no plans available **
21/05076/HFUL	2 The Rustons, Duxford	Removal of existing conifer hedge, replacement with native species hedge and erection of fence along boundary of property. Addition of trellis across fence at back of garden.	**No comment** as no plans available**
21/04157/FUL	Duxford URC Chapel Street, Duxford	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 Amendment: Revised parking layout and addition of wall	**No comment** as no plans available**
21/05065/LBC	Imperial War Museum, Royston Road Duxford	Fabric repairs to former technical huts, ref buildings 53, 55, 57, 58 and 292 comprising the replacement of roof sheeting to buildings 53, 57 and 292 and replacement of rainwater goods to all five buildings.	**Not applicable**

Appendix 3: Operations Report:

Duxplay playground

 The gate will be moved so that the mowers will not have to drive over the paved area.

Brewery Field

 All existing contractors have said they will tender for the one-year maintenance contract. A decision will be made at the December meeting.

 During November, SMT provided 10 volunteers to help with tree mulching and hedge planting on Brewery Field. They achieved a huge amount and have also offered to help again if we need more people either this year or in the new year. DPC is hugely grateful to SMT management for this generous offer and to the staff and parishioners who put in so much time and effort.

 The additional bench will be installed as soon as we can get the hardstanding placed, though the only quote we have for installing hardstanding is over £400, so we may have to site it without.

 We are in the process of finalising the design for a lectern-type information stand for Brewery Field (similar to the one at the Biggen entrance, but bigger with details of the different areas), illustrated with original watercolours by local artist Caroline Merrifield. The cheapest option for the sign is with Shelley signs at £1170 and we propose to pay Caroline £200 for 16 watercolours. As Brewery Field is a DPC asset and the land is owned by DPC, the recommendation is that DPC funds the sign, however this cost has not been precepted to date, so requires DPC approval.

Recreation Ground

 40 additional hedging plants have been planted in the gaps around the car park – thanks to Councillors Dee and Hyde – and friends – for planting them.

St John's Churchyard

 We are STILL awaiting a refund (£340) for the diseased tree that was sent back weeks ago to Garden Plants online. A new tree will be purchased when funds are returned.

 We have reminded the contractor to cut the long areas on their next visit – this should have been done in October.

Verges

 We continue to remind 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 4: 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 runs until 5pm on December 13th.

New Golden Number

South Cambs DC has introduced a single Golden Number to be used to contact the council. This should help you to be able to talk to the best person within the council more effectively. We have also introduced a call back facility so that you don't have to hang on the phone during busy periods.

The number is: 01954 713000.

Investment Strategy

There is an updated Investment Strategy at S Cambs. Policy remains to generate 20% of income from investment by 2025 to minimise need to raise Council tax.

Capital Strategy

The Council has updated the Capital spending programme.

South Cambs Christmas market
Unfortunately this had to be cancelled.

Empty Homes Strategy
There is a new Empty homes Strategy out for consultation. The objective here is to bring empty properties back into use and reduce the number of long term empty homes.

Fees & Charges
There is an updated schedule of fees and charges for 2022/23

Cambridgeshire County Report

Household Support Fund
A new support fund which aims to help those struggling to pay for food, energy or other essential items this winter has been launched.

Cambridgeshire County Council has been allocated £3.58 million as part of the Government's Household Support Fund to help people who need financial support.

More than £1.1 million of the funding is being used to operate a direct voucher scheme for eligible families over the October half-term, Christmas school holidays and February half-term periods. The remainder is being used to provide a wider scheme, with at least half of the total funding allocated to support households with children, in line with government guidelines. The rest will be reserved for other households in need of support this winter.

Practical support provided through the fund includes:

· Vouchers to support with food for both families and individuals

· Fuel and water, either by paying bills on demand, via direct debit or a pre-payment meter

· Other essential supplies.

The council is working closely with district councils, local community groups and other partners to identify people across the area who can benefit from the fund. People can apply via a number of local community groups signed up to the fund.

Apprentice Awards
Cambridgeshire County Council and Peterborough City Council are launching their first ever county-wide Apprenticeship Awards to help recognise and celebrate the commitment, hard work and achievements of individuals completing and supporting an apprenticeship.

Anyone can nominate an apprentice for an award by visiting: https://www.cambridgeshire.gov.uk/council/jobs-and-careers/cambridgeshire-apprenticeship-awards-2022 or https://www.peterborough.gov.uk/council/jobs-and-careers/apprenticeships/cambridgeshire-apprenticeship-awards-2022.

You have until 5pm on Monday 3 January to get your entries in. An awards ceremony will be held either virtually or in person, depending on the latest Covid guidance, on a date between 7-13 February which is National Apprenticeship Week.

All nominations for the apprenticeship categories must be for current apprentices or those who have completed their apprenticeship in the 12 months from 1 January 2021 and who either live or work in Peterborough and Cambridgeshire.

Nominations can be made for the following:

- Working with People Award
- Behind the Scenes Award
- Team Working Award
- Personal Achievement

Selected from the above categories will be an overall Apprentice of the Year. The judges are looking for an exceptional apprentice who can demonstrate their achievements and the impact they have made within their organisation.

Also there will be:
Apprentice Manager/Mentor Award
Apprentice Ambassador/Champion Award

County Highways Issues

The Dec 7th committee will look at:
- A10 next steps
- Future transport strategy
- Active travel policy
- Public rights of way design guide

HRC Opening

Christmas and New Year opening hours for our Household Recycling Centres
- Christmas Eve - all sites close at 1pm
- Christmas Day / Boxing Day / New Year's Day - all sites closed
- 27 and 28 December and 3 January (bank holidays) - March HRC opens 9am to 4pm and other sites open normal hours
- All other days - normal opening hours

Please check our individual Household Recycling Centre pages for further opening hours information. Gates close 10 minutes before published closing times. For Thriplow bookings see below.
https://selfservice.cambridgeshire.gov.uk/RenderForm?g=4ea186ce-f987-47a2-ad41-d7a580adec1c&s=3

Innovate & Cultivate Fund

The Innovate and Cultivate Fund is our fund to help voluntary, community and social enterprise sector organisations realise their projects and ideas that help address the needs of local residents. The Innovate and Cultivate Fund has two funding streams:

Cultivate - grants of £2,000 - £15,000 aimed at encouraging local networks where people help themselves and each other (please note the maximum Cultivate grant has reduced from £19,000 to £15,000)
Innovate - grants of up to £50,000 for big projects with big ideas that demonstrate an innovative approach (please note we have suspended this stream until further notice).

To be eligible, all projects must:

Be either new, or build on an existing project in a new location or with new beneficiaries
show that they will reduce pressure on council services and / or offer direct savings for the council
Next application deadline: 1 February 2022 - Cultivate grants only

How to apply:

You can find grant application forms and further information about fund priorities and criteria on the Cambridgeshire Community Foundation website. We strongly advise applicants to seek pre-application advice before submitting a grant application.
You can book pre-application advice appointments on the Eventbrite website.

Covid 19 ERA
We are still in the Covid ERA so the stronger advice on gatherings and face coverings still apply.

End