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 MARCH 2023 AT 8PM

		ACTION BY
	Present: Cllr Dee, Cllr Hancock, Cllr Heath, Cllr Hyde, Cllr Priestley (in part), Cllr Walters, Cllr Wood, Cllr Young and Chair Cllr O'Grady. Cllr Peter McDonald. Parish Clerk Joanne Depradines-Smith. Four members of the public in attendance. The Meeting commenced at 8.04pm. The Chair welcomed all attendees to the meeting. **Open Forum:** Mr Robert Smith of Russell Smith Farms, College Farm in Duxford and Mr Roger Marsh of Granta Processors Ltd in Whittlesford gave a joint presentation re the College Farm planning item.	
31	**Apologies**: Cllr Skeates-Hall.	
32	**Declaration of Interests:** None.	
33	**Previous Minutes**: The minutes of the monthly Parish Council meetings held on 9th February 2023, as circulated to all members, was agreed and signed by the Chairperson.	
34	**Matters Arising:** **19: 11b: Salt bin for Blakeland Hill:** Awaiting a response from SCDC. **20: Waste Management – County Council Local Validation analysis:** This is a work in progress.	**Clerk** **Cllr Hancock**
35	**Chair Announcements:** The Chair shared the following: **County Council civil parking enforcement:** It was duly noted that officers may visit to enforce the yellow lined area around Duxford School in future. **Hexcel emissions:** A response from Hexcel to a parishioner enquiry citing safe level emissions was acknowledged. **Post Office absence:** As a result of a parishioner concern, it was agreed that DPC and DCC would explore other methods of communicating when the mobile Post Office is unavailable. **Royal Mail re Stefano Fachechi:** A generic response was acknowledged. No further action. **Whittlesford Parkway Station: Pedestrian / cyclist safety:** A parishioner concern was acknowledged and potential new hub plans shared.	
36	**Planning:** **a. Planning applications received from SCDC:** See appendices. **b. Planning decisions confirmed by SCDC:** None. **c. Planning correspondence:** None	

		ACTION BY
37	**Finance: Accounts for payment:** See appendices. **a. Quarterly Finance Review:** The Chair confirmed that the only overspend incurred was due to the installation of the borehole on Brewery Field.	
38	**District and County Council Matters:** See appendices.	
39	**Allotments Report: Waiting list and plot formats.** The following changes to the allotment policy were agreed upon: • Swapping plots would be acceptable. • Tenants joining the waiting list who have breached their tenancy previously would be assessed on an individual basis, and tenancy may be refused (Chair and Vice-Chair decision). • Plots can be offered in joint names, irrespective of relation. • An informal buddy system would be created to help mentor new tenants and assist those struggling with their plots.	**Cllr Hancock /Clerk**
40	**Operations Report:** **a. Cemetery front boundary brick pillars remedial works:** Three quotes will be sought. **b. St. John's Churchyard tomb repairs:** In line with professional advice, it was decided to remove any loose external items only as internal concreting is still protecting the structure. To repair the tomb completely would be both prohibitively expensive and put the structure at potential risk of further damage. **c. Brewery Field maintenance contracts:** Cllr Heath confirmed that Sarah Ashworth's contract on Brewery Field is finalised. Sarah will still visit the site on a voluntary basis. **d. Bins: Replace the Hinxton Road bin:** Following concerns from the SCDC bin collection operative, alternative options will be explored. **e. Recreation Ground barrier new padlocks:** These were agreed upon.	**Clerk** **Chair / Clerk** **Chair**
41	**Road Safety: Community Centre road signage:** The Chair confirmed this was a work in progress.	**Chair**
42	**Duxford History Society: Village Archive update:** Cllr Priestley confirmed that fundraising to purchase mobile cabinetry costing £1350.00 to house the archive is being sought**.** It was agreed in principle that the pavilion could be used to store archive items, subject to agreement from DUFC who currently lease the pavilion, and appropriate refurbishment.	**Cllr Priestley**
43	**Duxfest 2023: Application for a fairground:** Cllr Priestley confirmed the theme of Duxford throughout the ages and some fairground rides, a bouncy castle and a steam engine were agreed upon subject to proof of insurance, agreement from DUFC and no pitch damage.	**Cllr Priestley**
44	**Royal Coronation events:** The Chair confirmed that DPC had not organised any events but would support individual events where possible.	
45	**Youth Club update:** This item was carried over.	
46	**Benches: Laceys Way (SCDC):** The Chair agreed to meet with a SCDC representative following the recent removal of community benches.	**Chair**
47	**Donation: Run Girls Run:** It was agreed to offer free website advertising but no donation.	**Clerk**
48	**Clerk manual book purchase:** This was agreed upon.	**Clerk**

49 **Diary and next meetings:**

- **20 March 2023 - Annual Parish Meeting at 7.30pm**
- 13 April 2023 - Monthly Parish Council Meeting at 8pm
- **11 May 2023 - Annual General Meeting at 7.30pm**
- 11 May 2023 - Monthly Parish Council Meeting at 8pm

50 **Meeting closure:** 10.06pm.

Signed: …….

Dated: …….

4 Appendices to follow:

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

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
SLCC	**Retrospective payment:** Clerk Manual purchase	**Debit Card**	52.30
Amazon UK	**Retrospective payment:** Allotments security solar light	**Debit Card**	23.99
Newgate Limited	**Retrospective payment:** Rec barrier parts	**Bank Transfer**	192.00
SSE Southern Electric	**Retrospective payment:** Street lights	**Bank Transfer**	47.90
Malcolm Hyde	**Retrospective payment:** Expenses: Rec barrier padlock	**Bank Transfer**	10.95
The Duxford Chatterbox	**Retrospective payment:** Donation	**Bank Transfer**	300.00
Tristan Marshall	**Retrospective payment:** S106 Public Art Contribution: Filming	**Bank Transfer**	1206.25
Buchans	Maintenance contract: Inv:3202	**Bank Transfer**	68.72
Buchans	Maintenance contract: Inv:3203	**Bank Transfer**	216.37
Buchans	Maintenance contract: Inv:3212	**Bank Transfer**	68.72
Buchans	Maintenance contract: Inv:3213	**Bank Transfer**	285.08
Cam Valley Forum	Annual membership	**Bank Transfer**	10.00
CCVS	Annual membership	**Bank Transfer**	60.00
Sarah Ashworth	Maintenance Contract: Brewery Field	**Bank Transfer**	800.00
Envirocare	Maintenance contract: Inv: 179243	**Bank Transfer**	63.00
Envirocare	Maintenance contract: Inv: 179242	**Bank Transfer**	69.30
Envirocare	Maintenance contract: Inv: 178776	**Bank Transfer**	359.10
J Depradines-Smith	Expenses: Clerk mobile telephone top up	**Bank Transfer**	10.00
J Depradines-Smith	Expenses: Replacement cycle lock for Rec barrier	**Bank Transfer**	25.84
J Depradines-Smith	Clerk duties & expenses	**Bank Transfer**	1240.25

Total: £ 5109.77

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
07/02/23	Nest	Clerk pension	DD	49.55

Total: £49.55

Appendix 2: Planning Report:

APPLICATION REF	LOCATION	PROPOSAL	DECISION Y/N
23/00185/HFUL	Anstey Hall 32 Ickleton Road Duxford	Erection of temporary building (for duration of construction).	**Y Query raised as no agreed construction.**
23/00202/HFUL	3 Chapel Street Duxford	Demolition of existing garage and conservatory; front, rear and side ground and first floor extension; works to site boundary; replacement render and cladding.	**N**
23/00466/FUL	College Farm Grange Road Duxford	Erection of a potato store for Russell Smith Farms, field station for National Institute of Botany (NIAB), and produce grading and storage building and laboratories for research and testing for Granta.	**Y**

Appendix 3: Operations Report:

Festival of Nature: This event is now confirmed for Saturday 20th May, 1230 until 1830, on Brewery Field to showcase how Duxford's green spaces are contributing to biodiversity increase in Duxford parish.
Biodiversity strategy: The biodiversity strategy continues to be refined and added to. This is a parishwide initiative and we are working with most of the local businesses, many of whom are already taking action to increase biodiversity on their land.
DPC agreement is sought to contact Gonville & Caius to see if they would be willing to allow a margin of their land between Brewery Field and SMT to be set aside as a wildlife corridor.
Brewery Field: The guttering has now been removed from the hexagonal shelter. The adjacent water butt will now be filled from the borehole. The guttering on the bicycle shelter and the dipping deck roof has been repaired using the parts available. The FODGS AGM was held by zoom on February 27th. It was agreed to purchase 3 large aspens for the shelter belt and necessary spending to improve the pond, though we hope to fund the pond refurb with a grant. We need to have a concerted effort to recruit more volunteers now that the arrangement with Sarah to coordinate BF volunteer effort (1st & 3rd Fridays) has come to an end.
Cemetery: Front gate pillars have cracked, though an initial inspection said cracks seem to be in the mortar only so do not require a complete rebuild. Awaiting quotes.
St John's Churchyard: The tomb needing repair will be made safe but not fully repaired as the cost would be prohibitive.
Recreation Ground: The barrier locks have now been replaced.
The Hundred Parishes Notice Board: We need to decide where a board will be sited. One option is for a board on the side of the community centre, that can be added to as space becomes available. Another proposal is for a free standing notice board at the edge of the car park, with a permanent display, plus space for temporary notices.
Bins: Even though SCDC Refuse advised that we are not obliged to replace the bin that was set on fire (near bonfire site), others are requesting a replacement before summer comes. Does DPC wish to reverse the previous decision not to replace the bin?
Contracts: The new maintenance contracts are now in force. Please send comments, complaints, or positive feedback to clerk@duxfordparishcouncil.gov.uk together with any photos.

Appendix 4: County and District Councillor Report:

South Cambs District Council

Further £200,000 proposed for cost of living support
Plans for a further cost of living support package for residents, worth more than £200,000, have been published by South Cambridgeshire District Council. The proposals include a roadshow of cost of living talks, support to transform some Warm Hubs into Community Wellbeing Hubs, increasing awareness of Council Tax support, more free energy saving appliances and the creation of a South Cambridgeshire Sustainable Food Network.

The plans will be presented to Cabinet on 20 March.
The proposals build on a package of almost £400,000 of support agreed by the Council in November. Just over half of that initial funding came from the Cambridgeshire and Peterborough Integrated Care System (ICS) to support community-based programmes. The new plans set out the Council's next steps for cost-of-living support. The ICS have indicated that they will provide further grant funding that the Council will bid for, to continue projects for the next financial year. These will continue to focus on prevention of poor health resulting from financial hardship and living in cold homes.

Housing plans for 2023/24
The Council's Housing Revenue Account is ring-fenced and used to maintain its stock of around 5,600 Council homes. Plans for housing include:
• Having doubled the number of new Council homes built from 35 in 2019/20 to 70 in 2021/22, the new target is for at least 75 new energy-efficient Council homes to be delivered every year.
• During the next two years, more than £2 million has been allocated to continue to upgrade existing housing stock, as part of continuing carbon reduction efforts.

Asylum Seekers Hotel Housing
The Home Office has informed local councils that they are now using the Cambridge Bar Hill Hotel as accommodation for asylum seekers. This is part of a national programme throughout the UK to deal with an increase in the number of people arriving in the UK and the decision by the Home Office to 'disperse' asylum seekers across the country.

The hotel, which has 136 rooms, will be used to house a maximum of 272 people who have arrived in England after crossing the Channel by boat. The Home Office has informed the Councils that the new arrivals will be families and single females. However, the people who stay in the hotel is determined by needs and pressures within the asylum system and is a Home Office decision.
If the hotel is used for mainly families, the number of people at the hotel will be less than the maximum capacity. The hotel will not be open to other guests for overnight accommodation.

South Cambridgeshire District Council, Cambridgeshire County Council and the Cambridgeshire & Peterborough Integrated Care System are now working together to provide support, including:
- Applying for school places
- Ensuring appropriate healthcare is available
- Keeping the local community informed of the Home Office's plans
- Considering the social needs of asylum seekers and working with the voluntary sector, Bar Hill Parish Council and other groups to address these where possible

Those staying at the hotel will remain there as asylum claims are assessed. During that time, the Home Office will provide them with three meals a day, toiletries, a laundry service and £9.10 per week.
The day to day arrangements at the hotel in Bar Hill will be overseen by Serco, who are working with the Home Office to deliver the asylum accommodation scheme. There will be security provided at the hotel for 24 hours a day, seven days a week.

Children who arrive at the hotel in Bar Hill will be given access to education, as anyone arriving in the area would be. This could be through attendance at local schools and colleges. Asylum seekers will apply for school places for their children in the same way as all other residents. Support will be provided.
Asylum seekers will also be able to access local health services in the same way that any person visiting South Cambridgeshire on a temporary basis would. Health partners are working on the best way to accommodate this locally, whilst considering and being conscious of existing demand for local services.

Following their time at the hotel, the asylum seekers will be moved to other temporary dispersal accommodation provided by the Home Office as it becomes available. This could be anywhere in the country. This future accommodation will not be provided by local Councils.

<u>Cambridgeshire County Report</u>

Secondary School Places
The number of pupils offered a place at one of their preferred Cambridgeshire secondary schools has risen. In total, 6459 pupils have been allocated a place at their first-choice secondary school for September 2023, compared to 6285 last year.
This represents 87 per cent, compared to 90 per cent last year – but the total number of places allocated has increased from 6983 last year to 7413 this year. The percentage of pupils offered a place at their second or third choice school has also risen – from 7.2 per cent (501 pupils) in 2022 to 8 per cent (619 pupils) in 2023. Year 6 students will hear 1st March which secondary school has offered them a place for September 2023.

	Highways Update 1. Civil Parking Enforcement: Final stages of this now being implemented and so we will write to the SoS to ask for implementation this year. As discussed the Enforcement Team from Cambridge will enforce parking regulations. 2. Highways Capital Programme: The proposed programme for 2024/25 is available online. Additionally there will be surface treatments for Whittlesford (Church Lane) Fowlmere (Chrissal Rd) and Footway Slurry sealing in Foxton (Station Rd). 3. Highways Maintenance Programme: The works programme for S Cambs for 25/56 is available online. There will be re surfacing of Pampisford Causeway in this programme. 4. County wide Programme: There is £41m allocated to County wide programmes: 5. 20 MPH Programme: Details of this has been published. There will be £100k in 2023 and £150k in the following 2 years. 6. Other Work: There will be £40k for improvement access to Whittlesford Station. 7. Active Travel Strategy: There is a new Active Travel Strategy for the County including a Strategy for New Developments. Great Chesterford Hardcore Site : ESS/109/22/UTT: This was again refused. **End**	