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 SEPTEMBER 2023 AT 8PM

		ACTION BY
	Present: Cllr Hancock, Cllr Heath, Cllr Hyde, Cllr Priestley, Cllr Wood and Chair Cllr O'Grady. Parish Clerk Joanne Depradines-Smith. One member of the public in attendance. The Meeting commenced at 8pm. The Chair welcomed all attendees to the meeting. **Open Forum:** None.	
120	**Apologies**: Cllr Dee, Cllr Skeates-Hall, Cllr Walters, Cllr Young and Cllr McDonald.	
121	**Declaration of Interests:** **a.** Item 125a: Cllr Wood as neighbouring property to College Farm.	
122	**Previous Minutes**: The minutes of the monthly Parish Council meetings held on 13 July and 10 August 2023, as circulated to all members, were agreed and signed by the Chair.	
123	**Matters Arising:** **102: 86: 76c: Hinxton Road bin:** A new bin has been purchased and is pending installation. **102: 86: 76F: Cemetery War Grave:** Thanks were given to Cllr Priestley to achieving this repair. **102: 87d: Ickleton Road oil drum**: This has now been removed. **103c: Hexcel bench donation:** This has been ordered. **110: Laceys Way television license:** This donation has been made as no funding from SCDC.	
124	**Chair Announcements:** The Chair shared the following: **a. Community Gritting scheme:** A link for parishioners interested in this scheme will be publicised. **b. St. John's Church Christmas Tree Festival 2032:** No objections were raised to the use of the Churchyard. An application to the diocese will also be required by the applicant. **c. Village Christmas tree 2023 / 24:** It was decided to decorate the War Memorial Green tree rather than the Churchyard Yew tree this year. Many thanks were given to St. Peter's Parochial Church Council for the use of the Churchyard tree in recent years.	**Chair** **Clerk** **Clerk**
125	**Planning:** **a. Planning applications received from SCDC:** See appendices. **b. Planning decisions confirmed by SCDC:** See appendices. **c. Planning correspondence:** • **Boro Farm, Great Chesterford:** An appeal continues and quarry excavation continues in the meantime. • **Wellcome Trust:** Cllr Priestley confirmed that traffic lights are expected on the A505 / A1301 junction (BP) until the end of the year and traffic disruption for up to 18 months thereafter. The roundabout will not be widened. A pedestrian crossing is expected at the junction. Urban and Civic are assisting at the allotments site this month and potentially could fund speeding cameras / signage for Duxford.	**Cllr Priestley / Cllr Hyde**

		ACTION BY
126	**Finance: Accounts for payment:** See appendices.	
127	**District and County Council Matters:** See appendices (Cllr McDonald absent).	
128	**Allotments Report:** **a. Budget overview:** This was postponed until the next meeting.	**Cllr Hancock**
129	**Operations Report:** See appendices. **a. Recreation Ground: The Hundred Parishes noticeboard:** This is a work in progress. **b. Recreation Ground: Bin relocation:** This was decided against as young parishioners use other means. **c. Recreation Ground: Replace broken paving:** This was agreed upon (front and side of Centre). **d. Recreation Ground: Bowls Club access issues:** Short term solutions were invited until the driveway materials are improved (tarmac). **e. Footpaths: Animal waste prevention publicity:** Cllr Heath agreed to bring quotes to the next meeting. **f. The Biggen: Retrospectively agree rubbish clearance:** This was agreed upon. **g. Cemetery: Retrospectively agree War grave repair donation:** This was agreed upon.	**Cllr Heath** **Clerk** **All** **Cllr Heath**
130	**St. Peter's Churchyard maintenance responsibility going forward**: Following a formal request from the St. Peter's Parochial Church Council to take over the maintenance of their Churchyard; it was unanimously agreed to delegate this to SCDC.	**Chair / Clerk**
131	**Road Safety:** **a. 20mph Speed limit publicity:** The Clerk agreed to ask Highways for bin stickers. **b. Speed camera purchase:** It was agreed to seek quotes for one smiley face, solar powered mobile speed camera, estimated purchase cost of £3500.00, not including installation. **c. St. Peter's Street parking issues:** It was agreed that the Clerk make enquiries for double yellow lines around this dangerous junction. **d. LHI 2024/25 considerations:** Yellow lines, as above, if applicable. **e. Parish Council high visibility tabards purchase:** The Clerk will clarify whether tabards older than 2024 are legal for road closure use. **f. Hunts Road / St. Peter's Street corner overgrown foliage:** The Chair confirmed that this was the responsibility of Highways and they are aware of the issue.	**Clerk** **Cllr Hyde** **Chair / Cllr Priestley** **Clerk** **Clerk / Cllr Hyde** **Clerk**
132	**Diary and next meetings and August permissions:** • 12 October 2023 - Monthly Parish Council Meeting at 8pm • 09 November 2023 - Monthly Parish Council Meeting at 8pm	
133	**Meeting closure:** 9.42pm.	

Signed: ……

Dated: ……

4 Appendices to follow:

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

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Amazon	Retrospective payment: Allotment tap replacement	Debit Card	25.98
Roadware Ltd	Retrospective payment: Hinxton Road replacement bin	Debit Card	235.14
Three	Retrospective payment: Clerk mobile top up	Debit Card	20.00
Just Giving (Steve Davies)	Retrospective payment: Cemetery War Grave repairs donation	Debit Card	100.00
Parish Online / Geoxsphere	Retrospective payment: Online mapping	Bank Transfer	108.00
Jonny Burns	Retrospective payment: Recreation Ground paving repairs	Bank Transfer	175.00
SSE Southern Elect.	Retrospective payment: Street lighting	Bank Transfer	47.90
SSE Southern Elect.	Street lighting	Bank Transfer	49.30
PKF Littlejohn LLP	External audit: Inv: SB20231015	Bank Transfer	504.00
Envirocare	Maintenance contract: Inv:189215	Bank Transfer	66.00
Envirocare	Maintenance contract: Inv:189214	Bank Transfer	72.00
Envirocare	Maintenance contract: Inv:189140	Bank Transfer	359.10
Envirocare	Maintenance contract: Inv:189025	Bank Transfer	376.74
Envirocare	Maintenance contract: Inv:185972	Bank Transfer	376.74
Herts & Cambs Ground Maint. Ltd.	Maintenance contract: Inv:SI-2724	Bank Transfer	1055.00
J Depradines-Smith	Clerk expenses: Eye test	Bank Transfer	25.00
J Depradines-Smith	Clerk expenses: Mileage Traffic Management training	Bank Transfer	11.70
J Depradines-Smith	Clerk duties & expenses	Bank Transfer	1385.49

Total: £ 4993.09

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
08/09/2023	Nest	Clerk pension	**DD**	65.26

Total: 65.26

Appendix 2: Planning Report:

Applications for DPC decision:

APPLICATION REF	LOCATION	PROPOSAL	DECISION
23/02938/FUL	College Farm Grange Road Duxford	Erection of a potato store for Russell Smith Farms, and field station for National Institute of Agricultural Botany (NIAB) (Re-submission of 23/00466/FUL).	**A**
23/03094/FUL	5 Hunts Road Duxford	Demolition of existing bungalow and the erection of a new dwellinghouse and erection of garden shed at the front yard.	**R**
23/03115/PRIOR	Welch's Transport Ltd, Duxford	Installation of 98.8 kWp roof mounted solar array (Re-submission of 23/02044/PRIOR)	**A**
23/03302/LBC	20 St Johns Street Duxford	Internal and external alterations.	**A**

South Cambridgeshire District Council Planning Decisions :

APPLICATION REF	LOCATION	PROPOSAL	DECISION
23/02282/LBC	18 St Peters Street Duxford	Re-open an originally blocked up window opening and install a sash window to match original windows.	**A**

Appendix 3: Operations Report:

Autumn Walk: This was carried out by 4 councillors and the Clerk on Monday 4th September. Brewery Field and the Allotments were not visited as both are inspected regularly.

The Biggen: It was noted that the paths had been mown allowing a circular route. The entire area will be strimmed to clear the nettles in the autumn. It was a cool shady place to be on a hot day!

▪ Neighbouring properties have been advised that they may cut any overhanging branches at their own expense, provided that the tree is not damaged or unbalanced as a result. Cuttings may be left on the Biggen as habitat piles.

▪ A pile of fly-tipping was removed by the contractor from the site.

Brewery Field: Petanque – I am awaiting a quote from Rob Smit to relocate the petanque court from Brewery Field to the Recreation Ground. A group of parishioners who were playing on the Rec. said that they would be very much in favour of this. The location would need to be between the football pitch and the car park (adjacent to the Community Centre could cause difficulty preparing for events as it would be too close to the small hall doors). Rob has already confirmed that he could reuse much of the material, which would save us money. This proposal will be brought to the October meeting for a decision. In the meantime I will investigate whether any grant funding is available. Trees – all trees have now been fed and mulched with woodchip. Many of the trees have been damaged at the base but we are hopeful that they will survive and thrive. It is unclear whether the damage is due to animals, or to soil build-up around the trunks (which have now been cleared of excess material). Thanks to Friends of Duxford Green Spaces for funding 2m3 of well-rotted horse manure and to S.P. Landscapes for giving us the wood-chip.

• Pond – the pond is extremely low again but I am reluctant to fill it using the borehole, just for it to evaporate into the atmosphere. Fortunately we decided not to buy plants to replace those lost in the drought last year. Perhaps it will be easier to catch the goldfish now it is low!

• Meadow – the entire site was mown and cleared this weekend, apart from some wildlife corridors along the boundaries. The field is looking smart in time for the Battle of Britain airshow this weekend.

• Watering – on Sunday, we watered all the large trees. Huge thanks to Nick and Lewis for helping me do this in record time! We will water the small shrubs later in the week.

Bins: The new bin to replace the damaged one on Hinxton road has arrived and will be installed asap.

Cemetery: During the walk we noted significant growth of self seeded elders and sycamores around the boundary, a number of graves that are again becoming overgrown and a lot of vegetation around and over the bier house and front railings. The contractor has now been reminded to complete these tasks and cut the hedges. War graves have been restored and cleaned. A donation has been given.

The Green: it was noted that the surface of the footpath is disintegrating. As this is parish land, DPC will consider installing signs to warn of uneven surface.

St. John's Churchyard: The contractor is keeping this in generally good order.

• The entire site was mown in time for the outdoor production of Robin Hood last month.

Recreation Ground: The Hundred Parishes info board is beginning to take shape. I will bring a firm proposal to the October meeting.

• The broken paving has now been replaced.

• The Bowls club have asked that the surface be improved for accessibility.

• The hedge is being cut less frequently (in accordance with the DPC biodiversity strategy). However, we have now asked the contractor to ensure that brambles encroaching onto the footpath are cut back and that the hedge is kept cut back at the ends, to ensure visibility for vehicles leaving the car park and to keep it clear of the pedestrian gate on Hunts Road.

• The DUFC signage at the driveway entrance is damaged and should be removed.

• DUFC will offer airshow parking on the pitch this weekend. i Duxford Exercise equipment

• It was noted that the wooden entrance plates to the tunnels on Duxplay are beginning to show damage and should be replaced soon. Some additional foam will be added in the meantime to cover any cracks.

• The swings will be greased . The large logs will not be replaced. Some of the stops on the outdoor adult equipment no longer function. Attempts to contact the manufacturer have so far failed. Teenagers continue to climb on top of the shelter and access it using various means (not only the rubbish bin), so moving this is probably futile.

Verges and footpaths: We will purchase and put up more signs reminding parishioners to pick up their dog poo. Irresponsible dog owners that don't pick up can be fined up to £1000 if they can be identified.

• During the walk we noted that Long Lane and the eastern end of Liberty Lane have not been cleared of leaves/ weeds and that the self-seeded elders are again taking hold in Polecat lane. The contractor has been reminded to complete these tasks.

• We noted on the walk the privet hedge that is now almost covering the footpath on the corner of Hunts Road and St Peter's street. The footpath is now impassible for wheelchairs, buggies and mobility scooters. The hedge is Highways responsibility and they have been requested by DPC to cut it back, so far with no luck. Parishioners affected are advised to report it as a Highways fault online.

Appendix 4: County and District Councillor Report:

South Cambs Council

Bin Collection Days

Bin collections are going to change for approximately 80% of households in Cambridge and South Cambridgeshire from mid-September.

- New bin collection arrangements for around 104,000 residents will be introduced from the week beginning Monday 18 September 2023.
- Greater Cambridge Shared Waste, a partnership between Cambridge City and South Cambridgeshire District Councils, is sending a letter in the post to every household affected which will confirm their new collection arrangements.
- Bin collections will not change for any resident who does not receive a letter.
- Residents of Cambridge City can check their bin collection dates online and South Cambridgeshire residents can check online too. There will also be reminders on the councils' social media channels / websites.

The changes follow a review of bin rounds which are typically completed by all councils every few years. This takes into account new homes that have been built across the area and ensures bin collection rounds continue to be spread as evenly and efficiently as possible. The councils are also moving to collect bins over four weekdays, instead of five. This means that, from the week beginning Monday 18 September, household bins will not be collected on a Monday. One benefit of this is that it avoids the disruption to collections that has previously happened after bank holiday Mondays throughout the year as crews catch-up. The frequency of bin collections will remain fortnightly with bins emptied on alternative weeks. Initially, some residents may find they have two consecutive weeks of the same colour bins being emptied as the new schedule is introduced. After that, all residents will continue to have their black bin emptied one week and their blue and green bins the other. As is the case now, bins should always be put out ready to be emptied by 6am on the day of collection.

Fly Tipping Campaign

Fridges to furniture, bedding to builders' waste, children's homework to a letter date- stamped from 1972, no two days are the same for the District fly-tipping investigators.

South Cambridgeshire District Council is determined to crack down on illegally dumped rubbish and has prioritised it as a key objective in its Business Plan by:

- Prompt clearance of rubbish to reduce further occurrences at the same site.
- Deterring criminal activity using 'fly tip under investigation' stickers to highlight ongoing investigations.
- Joint roadside check initiatives with the Police, HMRC and other partners.

Fly tipping is a criminal offence which can result in a Fixed Penalty Notice of up to £400 or could end up in court with fines of up to £50,000 or even a prison sentence.

The Council receives around 1,600 reports a year on its online reporting page which amounts to more than four reports a day, every day, throughout the year - including Bank Holidays. Rubbish dumpers don't take the day off, not even for Christmas.

Once a report comes in, the Council gets to work. This could be arranging for immediate removal if the dumped rubbish is on public land and it looks unlikely that any evidence of ownership can be found eg an empty fridge.

Alternatively, if the report involves a pile of fly tipped rubbish, investigators make an onsite visit to look for vital clues to track down where it may have come from.

Wearing protective clothing, in case of syringes or toxic chemicals, onsite visits involve sifting the rubbish to look for identifying information from things like letters, parcel address labels or invoices from dumped business waste.

Investigations could result in issuing a Fixed Penalty Notice or, with sufficient evidence, launching criminal proceedings.

Everyone has a legal 'duty of care' to ensure their household or business waste is disposed of correctly. You can be prosecuted even if your waste is fly-tipped by someone else on your behalf. If it is your waste, it is your responsibility.

Allison Ogden-Newton OBE, CEO of Keep Britain Tidy, said: "As leaders in our field, we at Keep Britain Tidy know only too well the devastating impacts of fly-tipping and have piloted successful methods of curbing this kind of behaviour and effecting meaningful behaviour change. I am delighted that South Cambridgeshire District Council will be taking this important step forward in combatting this dreadful problem and we continue to offer our support to councils throughout the country in bringing fly-tipping numbers down."

South Cambridgeshire District Council is urging residents to do the right thing and properly get rid of their rubbish by:

- Consider giving it away for free on Facebook marketplace, Gumtree or taking to your local charity shop.
- If possible, reuse, repair or recycle your items before getting rid of them.
- Ensure you choose a reputable registered waste carrier disposal service.

- South Cambridgeshire District Council can arrange for collection of bulky items for many common household goods. We collect a maximum of nine items per collection. Up to three items can be booked for the minimum charge of £32.50. Additional items are then £5.50 each.
- Take your rubbish to one of Cambridgeshire's Household Recycling Centres

What should you do if you see fly tipped waste?

- Report using our online fly tipping tool Make a note of exact location
- Date and time you discovered the fly-tipping
- Details and photos of the items
- Vehicle's registration number and other identifying features such as colour and model

Did you know?

- South Cambridgeshire District Council can support local communities to run community clear up days. Get in touch and we can provide you with litter picking equipment and bags, and also arrange to collect all of your rubbish. Call 01954 713 000 or email streets@scambs.gov.uk.
- Cigarette butts are the most dropped piece of litter with 120 billion dropped globally every year
- Cigarette butts take 14 years to decompose.
- Environmental crimes make up a third (33%) of all crimes by companies, corporations and businesses. Source: Keep Britain Tidy.
- Environmental crime is the fourth largest criminal activity globally. Source: Keep Britain Tidy.
- Environmental crime increases nationally year on year by 5-7%.

£500,000 in Zero Carbon Grants

The District Council is awarding green grants to 10 South Cambridgeshire community groups marking a £500,000 total since the scheme began four years ago.

This year's round of projects, aimed at reducing carbon emissions and engaging communities on climate change, will receive grant funding totalling more than £125,000.

The Zero Carbon Communities grants, awarded by South Cambridgeshire District Council, are part of the Council's vision to help the district become net zero carbon by 2050, to create a greener future for local people.

The latest round of grants means half a million pounds has been awarded to 71 projects since the scheme began in 2019. Designed to equip community groups to take action at a local level, previous grants have helped upgrade community buildings, educate people around their carbon footprint, and help nature recover in the District. Projects have included tree planting, energy efficient heating and lighting, food production and distribution, plus waste reduction.

Awards range from £1,000 up to £15,000 under one of two categories: reducing or locking up carbon, and community engagement around climate change. Projects to be funded in the carbon reduction category are:

- Wysing Arts Centre, Duxford Community Centre and Landbeach Village Hall will receive £15,000 each to install solar panels.
- The charity Hope Against Poverty will receive £15,000 to buy an electric van for their mobile food hub, replacing the current diesel van.
- Milton Community Centre will receive £8,321.67 to upgrade to energy efficient lighting throughout the community centre and recreation ground.
- Swavesey Squash Club will receive £1,484 to install cavity wall insulation.

Projects to be funded in the community engagement category are:

- Cambridge Carbon Footprint will receive £15,000 to continue expanding and developing their repair café network. Staffed with skilled volunteer repairers, the cafes fix items (from clothing and small electricals to bikes) free of charge and educate people around circular economy and consumption habits.
- Cambridge Carbon Footprint's thermal imaging scheme will receive £11,095 to continue their thermal camera loans to households across the District. They will also continue their Open Eco Homes scheme and employ a Home Energy Officer to support households making energy efficiency upgrades to their homes.
- Cambridge Sustainable Food will receive £15,000 to develop and extend their network of sustainable food and local growing projects and continue outreach to educate people around food and greenhouse gas emissions.
- The Let's Cook Project will receive £15,000 to continue sustainable food education. Thirty representatives from 10 community-facing settings will be trained to deliver practical cookery sessions with their own beneficiaries with a focus on reducing avoidable food waste.

Mahesh Hettiarachch, founder of Hope Against Poverty CIC, said: "We are delighted to have recently launched our new Mobile Food Hub, funded by the District Council, to further support communities during the ongoing crises of high living cost. Receiving this grant will make a huge difference as it means we will be able to purchase an electric vehicle for deliveries.

This thinking approach aligns with the increasing awareness of issues and the importance of reducing carbon emissions. To find out the scheduled stops in villages across South Cambridgeshire, please follow Hope CIC on Facebook."

Cambridgeshire County Report

Zero Carbon Training for Businesses: Cambridgeshire businesses have an invaluable opportunity to join low carbon experts on a free two-day course aimed at cutting costs and cutting carbon.Businesses across Cambridgeshire are running out of time to find out how to cut carbon and cut costs on a free two-day course that's offered as part of Cambridgeshire County Council's Low Carbon Business Support Programme.The programme provides small and medium sized businesses with tailored advice that will help them to reduce their carbon footprint, increase energy efficiency, and explore new green technologies and opportunities for renewable energy generation.Whether businesses are already on a low carbon journey, or looking to take their first steps, the programme offers something for them with business diagnostics, technology reviews and training available from expert business advisors.There are a few remaining places available for the final two-day training sessions offered by the programme taking place on 18 and 19 September 2023 in Alconbury Weald.The workshops involve learning how to audit your energy usage, an introduction to the concept of carbon footprinting and an overview of low carbon technologies including LED lighting, air source heat pumps and solar as well as guidance on how to find funding and procurement support. Interested organisations can find out more on the Low Carbon Business Support Programme's website.

RAAC: The new school year starts as normal this week with no schools in the county closed because of concerns over Reinforced Autoclaved Aerated Concrete (RAAC).All but three of Cambridgeshire's schools have been surveyed and no RAAC has been found. We have no concerns about the remaining schools, but they will each require a survey to rule out RAAC.We have been working closely with school leaders to reassure parents, carers and pupils before the start of the new school year.

20 mph Schemes: 20mph schemes are being rolled out in Cambridgeshire to help improve road safety and reduce pollution. The 20mph areas being installed, and in some cases completed, are Stilton, Godmanchester, St Neots, Woodhurst, Somersham, Great Gransden, Toft, Oakington, Barton, Hauxton, Melbourn, Sawston and Duxford. The work involves installing signs, lines and markings and all schemes will be in place and completed by the end of July. Speed kills. Studies have shown even a 1mph drop in speed reduces collisions by 6%. Reducing speed limits from 30mph to 20mph can cut pollution by 30% and reduce the chance of a severe or fatal injury in the event of a collision by a staggering 60%. This is why it's important we continue to create more 20mph areas. Cambridgeshire County Council recently put in place a new process for communities to access additional funding to install more 20mph zones or limits. This year's schemes will be going to committee later in the autumn. Improving road safety through 20mph schemes is a priority of the council's Joint Administration which has highlighted several benefits from the programme, including safer streets which allow residents to feel safe when walking or cycling and reduced noise and pollution. Another area benefitting from a new 20mph zone is Oakington. Overall, 13 areas have seen 20mph zones created and installed more quickly this year thanks to the council's Highways and Transport Committee agreeing to speed up the process and identifying funding. In addition to the £400,000 for this process (until 2025), a further £800,000 has been secured in partnership with the Cambridgeshire and Peterborough Combined Authority, for area-based schemes, across the county. A 20mph limit is prioritised against the following criteria:

- evidence of traffic incidents or potential dangers within an existing 30/40mph zone
- vulnerable road users
- visible homes, shops and businesses
- a school or a school route
- a cycling route
- an area that would benefit from more active travel such as cycling and walking.

Either a 20mph limit or a 20mph zone will be installed depending on the specific location. A 20mph limit typically covers individual or a small number of streets and requires signs only, whereas 20mph zones typically cover larger areas and require both signs and markings.

End