Clerk: Mrs Joanne Depradines-Smith **Chairman: Mr Roy O'Grady**
24b Laceys Way, Duxford, Cambridgeshire, CB22 4SE
Telephone: 07481 127032
Email: clerk@duxfordparishcouncil.gov.uk

MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD IN THE DUXFORD COMMUNITY CENTRE ON THURSDAY 14 DECEMBER 2023 AT 8PM

		ACTION BY
	Present: Cllr Dee, Cllr Hancock, Cllr Heath, Cllr Hyde, Cllr Priestley, Cllr Walters, Cllr Young, Cllr Wood, and Chair Cllr O'Grady. Parish Clerk Joanne Depradines-Smith. Two members of the public in attendance. The Meeting commenced at 8pm. The Chair welcomed all attendees to the meeting. **Open Forum:** None.	
171	**Apologies**: Cllr Skeates-Hall	
172	**Declaration of Interests: None**	
173	**Previous Minutes**: The minutes of the monthly Parish Council meetings held on 9th November 2023, as circulated to all members, were agreed and signed by the Chair.	
174	**Matters Arising:** **162b: Recreation Ground: Parking spaces realignment:** Carried over to the next meeting. **162c: Recreation Ground: Bowls Club signage:** Cllr Heath confirmed this has been completed. **165: DPC Emergency Plan:** Carried over to the next meeting.	**Chair** **Cllr Heath**
175	**Chair Announcements:** The Chair shared the following: **a. Remembrance Sunday:** Thanks were given to all Remembrance Sunday traffic marshals. **b. PCSO Chris Wiseman:** Congratulations were offered for winning the PCSO of the Year Award. **c. Streetlights:** Forty seven thousand street lights will be upgraded to newer, more efficient LED lights by Highways over the next two years. **d. Defibrillator:** Thanks were given for a parishioner who has offered key advice, via email. **e. Cambs Library Service:** A new service replacing ferrules (mobility aid plastic feet) now exists. **f. Standon Parish Council:** Thanks to Cllr Dee for sharing best practice with another PC regarding building a new community centre. **g. Christmas decorations:** Thanks were given to everyone involved with decorating the War Memorial Green tree, especially local residents, and David and Jim Welch, and their colleague, Nick.	
176	**Planning:** **a. Planning applications received from SCDC:** See appendices. **b. Planning decisions confirmed by SCDC:** See appendices. **c. Planning correspondence:** Great Chesterford aggregate planning: A request for proof of a century of excavation history at the site was acknowledged. No action taken.	
177	**Finance: Accounts for payment:** See appendices.	
178	**District and County Council Matters:** See appendices. Cllr McDonald also shared the following: **a. IWM air show traffic complaints**: IWM and Highways are exploring traffic management solutions. DPC to be invited to participate, when appropriate.	**Cllr McDonald**

		ACTION BY
	b. Wellcome Trust / Genome Campus: Roadworks commence on 25th January 2024 between 09.30 hours and 14.30 hours daily.	
	c. A505 / A1301 (BP/McDonalds) roundabout: Works are not due to commence for 18 months. Traffic modelling details are expected shortly.	
	d. Speed cameras: A potential donation of speed cameras for Duxford Parish from the Wellcome Trust is pending. Cllr McDonald will inform DPC of any progress.	**Cllr McDonald**
	e. Hunts Road / St. John's Street junction drainage issues: Cllr McDonald agreed to liaise with Highways regarding continuous flooding blocking safe pedestrian access adjacent to the primary school. Drainage issues at the junction of St. John's Street and Moorfield Road were also acknowledged.	**Cllr McDonald**
	f. Liberty Lane: Cllr McDonald agreed to chase Highways to explore solutions to the uneven footway and non-barriered exit onto Hunts Road.	**Cllr McDonald**
	g. Highways reporting improvements: Highways are improving their reporting tool to indicate workflow progress (no timescale provided).	
179	**Allotments Report:** Cllr Hancock confirmed that there is no waiting list (except long-term specific, currently tenanted plots). The Chair thanked Cllr Hancock for all of her hard work and achievements at the site.	
180	**Operations Report: No written report was presented to this meeting. See appendices.**	
	a. Recreation Ground: The Hundred Parishes noticeboard: Carried over to the next meeting.	**Cllr Heath**
	b. Recreation Ground Access Road Signage: A final draft and a £400.00 ceiling amount agreed upon. Carried over to the next meeting.	**Cllr Heath**
	c. Recreation Ground: Liberty Lane safety: See item 178f. Cllr Heath agreed to put a paper together for DPC / Highways discussion.	**Cllr Heath**
	d. Brewery Field: Relocate the petanque court to the Recreation Ground: It was decided not to retain the pétanque court on Brewery Field due to low usage and ongoing high maintenance costs. A replacement court on the Recreation Ground was decided against for the same reasons and lack of space. The existing court will be repurposed as a solid base for new sculptures created by a local artist, as funded by S106 Public Art Contribution monies.	**Cllr Heath**
181	**Road Safety:**	
	a. Whittlesford Bridge roundabout update: Cllr Priestley confirmed this remains a work in progress. Current proposals may include reducing the central green space to create a new lane.	
	b. Village sign area and Moorfield Road drainage issues: See item 178e.	
	c. Entrance to The Biggen Heritage Area foliage: Thanks were given to the anonymous person(s) who removed this dangerous foliage this week. The Clerk will advise Highways to cancel this request.	**Clerk**
182	**Youth Club contribution: (With reference to item 166 in the November 2023 minutes):** After much discussion it was agreed to reserve £3500.00 as contribution to the Youth Club for the next 12 months, with an initial contribution of £2000.00, and a further (up to) £1500 if not met via fundraising / grants. It was acknowledged that the Youth Club is open to all children aged within school years 7-11 (secondary school) and that other local PC's donate annually to SSYI for their successful youth clubs.	**Cllr Dee**
183	**Donation to Duxford children festive visit to Cambridge:** This item was no longer applicable.	
184	**Donation to both Duxford Wednesday coffee mornings:** As per the previous year, it was decided to donate £150.00 to each social coffee morning towards festive tea / coffee / mince pies at Christmastime.	**Clerk**
185	**Donation to the John Huntingdon Trust (foodbank):** It was agreed to use leftover Covid-19 monies to donate £1000 towards the foodbank which serves Duxford parishioners.	**Clerk**
186	**Clerk remuneration: (Attending public and the Clerk excluded from this item).**	
187	**Precept 2023/2024 considerations:** An increase of 8% was agreed upon (£119,598.00). Thanks were given to the Chair for all of his hard work with the precept.	

188 **Diary and next meetings and August permissions:**

- 12 January 2024 – Finance Committee meeting at 7.30pm
- 12 January 2024 - Monthly Parish Council Meeting at 8pm
- 8 February 2024 - Monthly Parish Council Meeting at 8pm

189 **Meeting closure:** 9.45pm.

Signed: …….

Dated: …….

4 Appendices to follow:

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

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Amazon	**Retrospective payment:** Christmas lights	**Debit Card**	23.98
J Depradines-Smith	**Retrospective payment:** Christmas lights	**Bank Transfer**	54.95
J M Burns	**Retrospective payment:** Recreation Ground paving repair	**Bank Transfer**	90.00
The Duxford Chatterbox	**Retrospective payment:** Donation	**Bank Transfer**	1000.00
Roy O'Grady	**Retrospective payment:** Chair Honorarium Christmas	**Bank Transfer**	100.00
Peter Young	**Retrospective payment:** Duplicated allotment fees refund	**Bank Transfer**	22.82
Shelford and Stapleford Youth Initiative	**Retrospective payment:** Contribution Summer 2023	**Bank Transfer**	310.95
Tristan Marshall	S106 Village film trail	**Bank Transfer**	37.00
Churches Conservation Trust	St. John's Church floodlighting contribution	**Bank Transfer**	200.00
Envirocare	Maintenance contract: Inv:194563	**Bank Transfer**	66.00
Envirocare	Maintenance contract: Inv:194562	**Bank Transfer**	72.00
Envirocare	Maintenance contract: Inv:194495	**Bank Transfer**	359.10
Herts & Cambs Ground Maintenance Ltd.	Maintenance contract: Inv:SI-2926	**Bank Transfer**	1055.00
SSE Energy Solutions	Street lighting	**Bank Transfer**	48.67
Society for Local Council Clerks (SLCC)	Annual membership	**Bank Transfer**	188.00
J Depradines-Smith	Clerk duties & expenses	**Bank Transfer**	1371.11

Total: £ 4999.58

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
07/11/2023	Nest	Clerk pension	**DD**	51.38

Total: £51.38

Appendix 2: Planning Report:

Applications for DPC decision:

APPLICATION REF	LOCATION	PROPOSAL	DECISION
23/04560/HFUL	52 Rectory Road, Duxford	Construction of an annex.	**Approved**

South Cambridgeshire District Council Planning Decisions :

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).	**Withdrawn**
23/02446/HFUL	4A Long Lane, Duxford	Infill extension to front, installation of two front windows and front door.	**Approved**
23/03538/FUL	Paddock, Mangers Lane, Duxford	Create an organically shaped wildlife pond close to the centre of the site, clear of any trees.	**Withdrawn**

Appendix 3: Operations Report:

Trees
- Requesting £6000 in Earmarked reserves for emergency tree fund.
- Next tree survey will be September next year, 2024, when leaves are still on the trees. Last one was March 2022.

Brewery Field:
- Pétanque – we will decide in December whether to repurpose the BF pétanque court as a base for Jason's sculpture when it is installed next spring. Although the current court is used occasionally, more people seem to play on the grass outside the Community Centre.
- Pond – the pond is pretty full after all the rain.

Recreation Ground
- 100 Parishes Notice Board: I will present the first draft to DPC in December.
- Keep Access Clear: Permanent signs have now been purchased to replace the laminated ones. Thanks to Roy for progressing this.
- Quotes for building a pétanque court on the rec. have come in between £3.8K and £7.2K. Before trying to secure funding, I need to find out whether people really want a hard surface to play on (currently getting mixed messages) and whether there is a suitable location on the Rec
- "Welcome to Duxford Recreation Ground" signage: I will bring a proposal to the December meeting that will include a mention of all the clubs. It is likely to be a larger billboard-type sign, as there will be a lot of text / logos. Still waiting for confirmation from some of the clubs and associations confirming their preferred text.

Verges and footpaths:
- I spoke to our maintenance contractors about the leaves on the lanes as they have only been blowing them to the sides. He agreed this morning (Monday) that they will clear them completely on the next visit (hopefully this week).
- More signs have now been purchased reminding parishioners to pick up their dog waste and will be installed soon.

Appendix 4: County and District Councillor Report:

South Cambs District Council

Council Finances

The latest 2023/2024 Revenue and Capital Budget Monitoring report covers the second quarter of the current financial year, up until the end of September, and was discussed by Cabinet members **at their meeting today** (Tuesday 5 December). So far this financial year, almost every single Council area has spent within its allocated budgets for staff salaries. The Council uses a 'red, amber, green' rating to rank the amount being spent on salaries.

Every service area is currently rated as green – the best rating. The amount being spent on salaries within Greater Cambridge Shared Planning is around £47,000, or 1%, more than budgeted for. However, it is a major improvement compared to this time last year when the service was overspent by £237,000, mainly because of using agency workers to cover vacancies. The report also outlines how additional income has been generated by the commercial arm of Greater Cambridge Shared Waste, interest on investments, and fees paid to the Greater Cambridge Shared Planning service, which is shared with Cambridge City Council. The amount being spent on fuel for bin lorries is slightly less than anticipated because of diesel prices starting to fall since the year's budget was set. Council finance bosses have said that a prudent approach to spending has been key in helping ensure finances remain robust. Income received from Business Rates has contributed to the Council's financial position – especially considering the strength of the Greater Cambridge economy. The number of new homes continuing to be built locally has also led to income from the Government's New Homes Bonus scheme. Since 2017, around 11,000 new homes have been built across Greater Cambridge. The Council is aiming to identify a total of at least £2 million in savings by April 2026 Before announcing a four-day week trial, the Council was spending about £2 million a year on 23 agency staff who were covering vacancies - often in specialist roles where the private sector pays more. This bill could be halved if all the agency posts were filled permanently. A report discussed at **last month's Employment and Staffing Committee** outlines how the Council has now filled 14 of these posts - mainly in the planning service - that are notoriously 'hard to fill' due to the national shortage of planners. Filling these posts means the Council expects to spend hundreds of thousands of pounds less than it otherwise would do on agency cover this year. Analysis of the Council's performance across key areas continues to paint a promising picture overall, with most services continuing to meet targets, as shown in a report to **last month's Scrutiny and Overview Committee**.

Cambridgeshire County Council

Civil Parking Enforcement

Earlier this year an application was submitted to the Department for Transport (DfT) to enable Council Civil Enforcement Officers (CEOs) to issue Penalty Charge Notices for the majority of on-street offences such as parking on double or single yellow lines. Previously only the Police could do this. Highways officers have worked closely with South Cambridgeshire District Council on the development of the scheme. Following the decision by Government, the CPE scheme in South Cambridgeshire will officially come into effect on 19 December. To give people notice and a chance to find a more suitable parking place, information has now begun to be placed on vehicles that are parked in some areas where parking is in the greatest demand, such as commuting and shopping areas. A Warning Notice will be issued to people who continue to park where there are restrictions throughout January – this looks like a parking ticket but there is no fine attached. Penalty Charge Notices will be issued from 1 February which will mean a fine of between £50 and £70, depending on the severity of the offence. Under CPE powers, CEOs cannot enforce all restrictions. Restrictions such as dangerous parking, obstruction of the footway and moving traffic offences will continue to be enforced by the Police. The initial set-up costs to get CPE underway in South Cambridgeshire will be covered by the Greater Cambridge Partnership.

Household Re cycling Centres

Cambridgeshire residents will need to apply for a digital permit to use Royston Household Recycling Centre from Friday 1 December. The change comes following the announcement earlier in the year that Hertfordshire County Council would be adopting a policy restricting access to non-residents at Hertfordshire's network of 16 Recycling Centres.

However, the county council has reached an agreement with Hertfordshire County Council that enables continued cross-border access to Royston Household Recycling Centre for Cambridgeshire residents living close to the county boundary, whilst allowing Hertfordshire residents access to Thriplow Household Recycling Centre.

To register for a free permit to access the Royston centre, Cambridgeshire residents will need to visit Herts recycling website. Permits can be applied for from Thursday 30 November, and for eligible applicants the process only takes minutes. Similarly, Hertfordshire residents will have to apply for a permit to use the Thriplow centre.

Resident only policies are becoming increasingly common across the region and country, with many neighbouring counties having had this policy in place for some time.

Highways Active Travel Schemes

At the December Highways Committee we considered a whole range of active travel schemes. The largest local one is a shared cycle/walking path in Whittlesford.