Clerk: Mrs Joanne Depradines-Smith **Chair: Cllr Roy O'Grady**
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MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD IN THE DUXFORD COMMUNITY CENTRE ON THURSDAY 12 MARCH 2026 AT 8PM

		ACTION BY
	Present: Cllr Dee, Cllr Heath, Cllr Hyde, Cllr Walters, Cllr Wood, Cllr Wright. Chair Cllr O'Grady Parish Clerk Joanne Depradines-Smith. One member of the public. The Meeting commenced at 8pm. The Chair welcomed all attendees to the meeting. **Open Forum:** None.	
38	**Apologies**: Cllr Hancock, Cllr Priestley, Cllr Skeates-Hall, Cllr Young.	
39	**Declaration of Interests:** **Item 43: Planning item**: Cllr Wood as neighbour.	
40	**Previous Minutes**: The minutes of the monthly Parish Council meeting held on 12th February 2026, as circulated to all members, were agreed and signed by the Chair.	
41	**Matters Arising:** **29b: DPC/DCC five-year review – DPC website content:** The Chair confirmed that DCC's review conclusions paper will be added to the website upon receipt.	
42	**Chair Announcements: Including non-decisive correspondence:** • **The War Memorial Green:** The Chair wished to thank Mr and Mrs Lloyd-Evans for installing board to preserve both the turf edging, and to separate the turf from planting. • **Potholes:** The Chair wished to thank Cllr McDonald for dangerous potholes remedial action. • **Covid-19 pandemic memorial tree:** The Chair thanked Cllr Heath for taking delivery of the tree and arranging it's planting on the Recreation Ground, in memoriam. • **Biodiversity swift boxes:** The Chair thanked Cllr Walters for organising an increase of swift boxes within the parish to help rebuild the population. Further details are to be shared on the website.	
43	**Planning:** **a. Planning applications received from SCDC:** See appendices. **b. Planning decisions confirmed by SCDC:** See appendices. **c. Planning correspondence:** None	
44	**Finance: Accounts for payment:** See appendices.	
45	**District and County Council Matters:** See appendices. Cllr McDonald was absent.	
46	**Allotments: Biodiversity / Community plot**: It was agreed upon, in principle, to position a new community area, including mobility friendly raised beds, in the area located in front of the Duxford Allotments Society headquarters at the site. The Chair wished to thank Ms Jennifer Findlay and Mr Dan Young from DAS for their hard work and support with this venture. Thanks were also given to Cllr Walters for successfully managing this project.	**ACTION BY**

Operations Report: See appendices.

47

a. **Recreation Ground: Playground logs:** This is a work in progress. — **Cllr Heath**
b. **Recreation Ground: Dog bins relocation:** A quote from SCDC of £208.00 annual collection fees (per bin) was agreed upon. The Clerk will arrange for two new bins from SCDC. — **Clerk**
c. **Recreation Ground: Access barrier padlock purchase:** It was retrospectively agreed to purchase two new padlocks, as damaged. Two further padlocks are to be ordered for emergency use. — **Cllr Hyde**
d. **Recreation Ground: Car park yellow markings:** Cllr Hyde agreed to highlight a (new) no parking area, to be located between the two disabled spaces, to ensure a flow of traffic at all times. — **Cllr Hyde**
e. **Recreation Ground: Boundary hedging gaps:** It was agreed to support the school / FODS with grants to achieve this. — **Cllr Hancock / Cllr Walters**
f. **Recreation Ground: Damaged concrete bollard:** To be straightened. — **Chair / Cllr Hyde**
g. **Cemetery: Wheelchair / mobility scooter access:** Pending a meeting with a local charity.
h. **Cemetery: Community Chest grant applications:** Cllr Walters confirmed that this does not meet the criteria requested. Other grant possibilities will be explored. — **Cllr Walters**
i. **Telephone box management:** Thanks were given to the Scouts for managing the library within he telephone box for many years. The Clerk will advertise for new volunteers in the Chatterbox. — **Clerk**
j. **Maintenance Contracts:** The tenders were shared and final decisions agreed upon. The Clerk will provisionally offer contracts to three separate contractors, as best value. — **Clerk**
It was agreed to withhold one aspect of an existing contract as no evidence thus far of achievement. Once remedial action takes place, this will be paid without delay. — **Clerk**

Cllr Heath confirmed that grant opportunities to improve the Brewery Field Community Green Space are being explored. — **Clerk**

Road Safety: Moorfield Road disabled parking space proposal: No objections received.

48

Community Centre Report: Cllr Dee advised that funds are currently being spent on internal building repairs
49 including water pumps and the security system.

Affordable Housing: Housing needs survey: Cllr Heath confirmed that each household will receive a survey
50 by post this month, with no action required by Cllrs.

Policies:

51

a. **Email Policy:** This was agreed upon.
b. **Risk Management Policy:** See appendices.
c. **DPC / DCC Contingency Plan:** See appendices.

Asset Management: Carried over to the next meeting. — **Cllr Young / Cllr Hancock**

52

Land Registry management: Carried over to the next meeting. — **Clerk**

53

Duxday 2026: Cllr Heath agreed to host a table in respect of DPC, biodiversity, and Friends of Duxford Green
54 Spaces (FODGS). — **Cllr Heath**

Diary and next meetings:

55

- 26th March 2026 - Annual Parish Meeting at 7.30pm (Thursday)
- 09th April 2026 - Monthly Parish Council Meeting at 8pm

Meeting closure: 9.42pm.

56

Signed: …….

Dated: …….

5 Appendices to follow:

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

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Mick George Skips	**Retrospective Payment:** Allotment skips	Debit Card	720.00
Amazon	**Retrospective Payment:** Allotment taps	Debit Card	55.23
Cllr Malcolm Hyde	**Retrospective Payment:** Recreation Ground access barrier padlock x 2	Bank Transfer	23.98
SSYI	Spring Term 2025	Bank Transfer	714.15
Cllr Ian Walters	Travel expenses (biodiversity)	Bank Transfer	66.60
CAPALC & NALC	Annual membership	Bank Transfer	604.08
Envirocare	Maintenance contract	Bank Transfer	66.00
Envirocare	Maintenance contract	Bank Transfer	72.00
Envirocare	Maintenance contract	Bank Transfer	359.10
Herts & Cambs GM Ltd	Maintenance contract – February 2026	Bank Transfer	1055.00
Green Acres	Maintenance contract – January - March 2026	Bank Transfer	915.00
J Depradines-Smith	Clerk duties & expenses	Bank Transfer	1369.15

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
18/02/2026	Drax Energy	Street lighting	Direct Debit	129.67
25/02/2026	Nest	Clerk pension	Direct Debit	85.43

Appendix 2: Planning Report:

Applications for DPC decision:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A / R
26/00258/FUL x2	Land adjacent to 31 Blakeland Hill Duxford	Construction of no.1 self/custom build dwelling, detached outbuilding/garage, and associated works. Incorporate part of green verge into residential curtilage.	A
26/00561/LBC	Control Tower Imperial War Museum	Internal alterations- structural repair works to first floor concrete slab and reinstatement works	A
26/00693/HFUL	7 Hunts Road Duxford	Single storey side extension following demolition of existing garage/store. Addition of 2no. rooflights to front elevation. Erection of detached garage to frontage.	A

South Cambridgeshire District Council Planning Decisions :

APPLICATION REF	LOCATION	PROPOSAL	DECISION
25/04851/HFUL	3 Greenacres Duxford	Demolition of existing conservatory and partial demolition of existing garage. Single storey side and rear extensions, including conversion of existing garage to habitable space. Replacement of garage door with 1no. window. Removal of chimney and alterations to fenestration.	**A**

25/04006/FUL	Grange Farm Grange Road Duxford	Change of use to allow three temporary cabins for outdoor tourist accommodation use, associated services and infrastructure.	**A**

Appendix 3: Operations Report:

a. **Recreation Ground: Playground logs replacement:** Still in progress. Two contractors have been asked to quote.
b. **Recreation Ground: Dog bins relocation:** Awaiting quote from District Council.
c. **Recreation Ground: Access barrier padlocks purchase:** Purchase of replacement (and spare) for damaged lock
d. **Recreation Ground: Car park markings:** We propose to add yellow hatched markings between the disabled parking spaced to prevent discourage parking and subsequent gridlock.
e. **Recreation Ground: Boundary hedging gaps:** Solutions are being explored with the school.
f. **Recreation Ground: Damaged concrete bollard:** Bollard is leaning having been hit by a vehicle.
g. **Cemetery: Reduced mobility access:** Quotes are being sought to replace the rear gate and add a rear pedestrian gate and an accessible tarmac path from the rear entrance to the rear of the cemetery to provide new accessible plots for those seeking them.
h. **Cemetery: Community Chest grant application:** Proposal to use the grant to clear rubble from the rear of the site further improve appearance and biodiversity
i. **Telephone box management:** Not currently managed. Thanks to the Scouts for their efforts over the last years. If anyone is able to take on the job of regular tidying and removing unwanted items, please email the Parish Clerk.
j. **Maintenance contract tenders:** DPC has received bids from 3 contractors, covering all the maintenance contracts**.**
k. **Brewery Field:**
We plan to improve the meadow by adding patches of native wildflower seeds and plug plants. We will also reshape mound and build a small wildlife pond that will hopefully remain fish-free. We are seeking funding for this – if unsuccessful, FoDGS will fund the improvements. This week, an enormous brown fish has been spotted in the pond. If it is a carp, it will eat all the pond plants (except waterlilies). Looking for keen fishers to catch and remove it asap and save our pond plants**.**
l. **Trees: COVID Commemorative Tree:** Mercer will plant the tree on the Rec. next week, possibly on Monday, close to the entrance to the Community Centre and will add a protective barrier as they did for the Queen's oak.

Appendix 4: Risk Policy:

Three potential risks identified to the council for debate:

1. Subsidy Control Act 2022 (Market Rent Compliance): The provision of a "peppercorn" or zero-rent arrangement to a commercial entity ("Cafe 19") on public land may be interpreted by a competitor or potential competitor under the Act as an unregulated Public Subsidy. The Risk: If challenged by the Competition Appeal Tribunal, the Council (as the Public Authority) is liable for any recovery orders, financial penalties, and associated legal costs.

As the council did not give subsides to any commercial company any concerns regarding café 19 would be address to the Charities commission. The council agreed a risk assessment of Low.

2. Martyn's Law (Statutory Safety Obligations): The upcoming Terrorism (Protection of Premises) Bill creates mandatory security duties for "Qualifying Premises" owners. The Risk: While the DCC manages the building daily, the statutory duty of care remains with the Council as the owner. These duties are "non-delegable," meaning the Council cannot contract out of its legal responsibility for public safety.

It was confirmed that it was the responsibility of the operator and client to manage the risk. It was agreed to ask the DCC to provide their contingency plans once it became law/ The council agreed a risk assessment of Low

3. Continuity of Management (Financial Contingency): The DCC provides an excellent service through volunteers, but the Council currently has no formal "exit strategy" or contingency fund, should that management model change or cease. The Risk: A sudden hand-back of the asset might leave the Council immediately responsible for 100% of the building's overheads, maintenance, and potential employment liabilities without a pre-allocated budget.

T*he DCC had been operating for some 5 years and they were financially secure so no immediate risk. Our representatives on the DCC would be able to advise the DPC if problems occurred. It was agreed to assess future risk and devise a plan if DCC were to fold, the Council agreed a risk assessment of Low, at this time.*

All 3 risks will be entered into the risk register.

Appendix 5: County Council and District Council reports:

South Cambs Council

2026/27 Budget and Corporate Plan
The budget for 2026/27 was agreed at a Full Council meeting on 24 February, along with the Corporate Action Plan for the year, the budget and plan for housing, and key policies such as the Localised Council Tax Support Scheme that provides support for Council Tax payments for those in greatest need. At the same meeting, the Climate and Nature Strategy for 2026–30 was agreed to provide leadership in climate action, resilience and sustainable growth.

Support for the voluntary and community sector is boosted to £300k per year, £225k per year is allocated for cost-of-living support, and ongoing support for Mobile Warden Schemes was agreed.
The Council Tax precept for the District Council will increase by 2.99% or £5.24 per year for a Band D property. This compares with a CPI inflation rate of 3.4%, wage growth of 4.2% (both from December 2025), and a state pension increase of 4.7% this year. The Council is expected to remain among the lowest-taxing 25% of district councils in the country**.**
The budget accounts for the fact that the government has recently reduced the amount of Business Rates that local authorities can retain, further reducing our funding.

Cambridge Growth Company
The Cambridge Growth Company (CGC) was established by the government in 2024 to foster additional economic growth in the Cambridge area by delivering housing, transport, water, and wider infrastructure. The council questioned the CGC Chair, Peter Freeman, at a Scrutiny & Overview Committee meeting on 29 January where the CGC gave firm reassurance that their aim was to support the delivery of the new Local Plan by helping to solve water and transport problems, rather than to rewrite it.

The government is currently consulting on their plan to further the work of the CGC by forming a Development Corporation. The consultation closes on 1 April and I encourage Parish Councils and interested residents to respond. The council is holding an Extraordinary Meeting on 17 March to discuss its response.

Food waste collections
In line with changing government requirements for food waste collection, weekly food waste collections are now already taking place in some parts of the district, including in Heydon and The Chishills. Residents should receive a letter in March with details of the change and information on how we will receive our food waste caddy.

Council tenant satisfaction survey
The Housing Service has appointed M·E·L Research to carry out the Annual Tenant Satisfaction Measures (TSM) Survey with all our council tenants. Tenants should recently have received letters inviting them to complete the survey either on paper using the Freepost envelope included or online. I encourage all council tenants to respond to help the Housing Service deliver a high-quality service. The survey closes on 28 March.

Councils awarded over £5million for water saving measures
Greater Cambridge Shared Planning – the shared planning service for Cambridge City and South Cambridgeshire District councils – has received Government funding of over £5million to deliver part of the Greater Cambridge Water Efficiency Programme and help address water scarcity locally. The councils will use this funding to drive down demand for water in the area and offset new development by installing water saving devices in existing Council-owned buildings through a programme of retrofit work across partner councils.

Cambs County Council

Record spending on roads: Thousands of extra school places and support for vulnerable residents underpin Cambridgeshire County Council's ambitious budget, approved by a majority of Councillors in Feb. By approving the 2026–29 Business Plan and Budget, Councillors have approved a legal, balanced budget that also drives investment for vital services that communities say matter most to them. The nearly £1.3 billion Business and Budget Plan includes a number of investments aligned with the council's three new ambitions:

Supporting a green and sustainable county
To improve day to day journeys for drivers, cyclists and bus users, it has allocated an additional £20m for highway maintenance, on top of Government funding, to provide safer and more reliable roads across Cambridgeshire.
The council will also continue to provide leadership and deliver its Climate Change and Environment Strategy.

Enabling full and healthy lives for all

To support older people, adults with disabilities and families, who rely on care every day, the council is allocating £14.7m of additional funding for adult social care providers. This will help them to manage rising costs and ensure care workers are paid the Real Living Wage, improving stability and quality for those who depend on care workers for their support.

Ensuring fairness and opportunity

To help families under pressure from the cost-of-living crisis, the council is prioritising £1m to continue holiday meal vouchers for the children most in need, through to the end of summer 2026. As the Government withdraws the Household Support Fund, the council will also use its new £5m Crisis and Resilience Fund to provide a wider range of anti-poverty measures, offering practical support to households facing financial challenges. The plan will create 3,500 new primary school places and invest £72 million over five years to increase secondary school places, including at Alconbury Weald and North-West Cambridge. It also includes £780,000 a year to run a children's residential home in South Cambridgeshire, as well as continued funding for the Families First programme, an early-intervention project that helps keep more families together and is supported by the £6.7 million Children's, Families and Youth Grant. In addition, more than £1.2 million will be invested in libraries and archives over the next two years**.** The plans discussed included an increase of council tax by 4.99%, the maximum permitted by Government for county councils, as is the case in nearly all councils across England, and the level assumed by Government in setting its grant allocations. A total 2% of this increase is specifically for adult social care funding. The increase will generate around £21million in additional funding and help the council continue providing the essential services people rely on. This will mean that for a Band D property, the County Council's share of Council Tax would increase by £84.78 a year, or £1.63 a week.

Low Income Family Tracker

Councillors at the Communities, Social Mobility and Inclusion Committee approved procurement of a data-led system that will allow more targeted support for low-income families in order to address and prevent poverty. The new data-led system will be delivered in collaboration with the district and city councils across Cambridgeshire and is expected to help:

Identify missed benefits– such as those that should be claiming national benefits like Pension Credit, but are not doing. Increase access to Free School Meals by notifying eligible families not currently receiving this support, with the knock-on effect of also securing additional pupil premium funding for schools. Identify geographic pockets of need at a hyper-local level to support the planning and delivery of other council services. South Cambridgeshire District Council have already adopted such a system, and in the last 12 months has secured nearly 1,000 additional claims for residents which are worth over £500k to residents in their first year alone, with a lifetime value of nearly £4 million based on average claim lengths.

The committee unanimously approved procurement of the new system for an annual cost of between £200-£220k, for a 3-year period (for a total contract value of £600k-£660k). The Department for Work and Pensions (DWP) has confirmed that the full cost can be paid for using funding provided to the council by the Government's new Crisis and Resilience Fund.Data-led systems used in other areas have shown a return on investment of over £400 for each £1 spent. This new platform will enable the council to focus on preventing residents from falling into poverty by building their financial resilience, reducing their future vulnerability and the need for subsequent more costly crisis interventions. Following the approval of the Business Plan and Budget for 2026-27 earlier this month, the council has committed to ensuring fairness and opportunity wherever we can by investing in targeted interventions that help move people out of poverty and build long-term financial stability and independence. Procurement of this new system is a key milestone in delivering on this ambition for the people of Cambridgeshire.

Highways: 728 potholes were filled in S Cambs in week 8. There are 513 out standing. We are trying to set up a highways call for Parishes.