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 09 JULY 2026 AT 8PM

		ACTION BY
	Present: Cllr Dee, Cllr Hancock, Cllr Heath, Cllr Hyde, Cllr Priestley. Chair Cllr O'Grady. Parish Clerk Joanne Depradines-Smith. Cllr Peter McDonald (in part). Ten members of the public present. The Meeting commenced at 8pm. The Chair welcomed all attendees to the meeting. **Open Forum:** A parishioner asked whom to contact regarding IWM concerns. This was confirmed as Cllr Priestley in the first instance (via the Clerk), and Cllr McDonald thereafter.	
106	**Apologies**: Cllr Skeates-Hall, Cllr Walters, Cllr Wright, Cllr Young.	
107	**Declaration of Interest: None.**	
108	**Previous Minutes**: The minutes of the monthly Parish Council meetings held on 11th June 2026, as circulated to all members, were agreed and signed by the Chair.	
109	**Matters Arising:** • **93: Cemetery overgrown foliage:** This has now been removed.	
110	**Chair Announcements: Including non-decisive correspondence:** • **Cemetery front gates sticking:** It was agreed to check these and adjust where necessary. • **Cemetery rear gates:** Panels either side of the new gate are to be replaced. • **Woods cut:** A wooded area located close to Whittlesford Railway Station has been unexpectedly cut down. It was agreed to ask local PC's to keep Duxford PC informed of investigation. • **Ice-Cream traders licencing:** The Chair shared new licencing laws including permissions from parish councils and schools required, else only 15 minutes allowed at any site.	**Chair** **Chair** **Clerk**
111	**Cllr Wood resignation:** The Chair confirmed that Cllr Lisa Wood had resigned from the Parish Council due to personal reasons. Thanks were given for her many years helping her community in her councillor role. Cllr Hancock kindly agreed to join the Youth Club working group following Cllr Wood's resignation.	
112	**Councillor dispensations:** Postponed until the next meeting.	
113	**Planning:** a. **Planning applications received from SCDC:** See appendices. b. **Planning decisions confirmed by SCDC:** See appendices. c. **Planning correspondence: None** d. **Greater Cambridge Urban Development Corporation (UDC):** It was agreed that Duxford Parish Council remains opposed to the creation of the UDC, and is disappointed that the consultation results have been largely ignored.	

		ACTION BY
114	**Finance: Accounts for payment:** See appendices.	
115	**District and County Council Matters:** See appendices.	
116	**Allotments: Site water issues:** It was agreed to use some of the track maintenance funds towards water system repairs (stopcock issues). Thanks were given to the Chairman for carrying out urgent repairs.	**Chair**
117	**Operations Report:** See appendices.	
	a. Recreation Ground: Shelter and fitness equipment graffiti: Thanks were given to Cllr Hyde and Mrs Pam Hyde for graffiti removal at no cost. It was agreed to purchase a rake for fallen leaves to assist with future works in this area.	**Clerk**
	b. Recreation Ground: Tennis coach signage: This was declined at this time. The Clerk will offer a link to Highways for Hunts Road, and offer Parish Council website advertising space.	**Clerk**
	c. Recreation Ground: Car Park bollard replacement: It was agreed to place gravel in this area and monitor for tarmac deterioration.	**Chair**
	d. Recreation Ground: Food van applications: It was agreed not to accept any further food van applications until the existing pizza van has completed a six month probationary period. Cllr Heath agreed to seek feedback in preparation for this decision.	**Cllr Heath**
	e. Recreation Ground: Access barrier padlocks: Two replacement padlocks were agreed upon.	**Cllr Wright**
	f. Recreation Ground: Bowls Club flooding from car park: The Chair confirmed that the Bowls Club are planning a new flood barrier across their entrance gates.	**Chair / Cllr Hyde**
	g. Recreation Ground: Pavilion wall repairs: This was agreed upon.	**Cllr Heath**
	h. Brewery Field: New wildlife pond: This item is postponed until funding is secured.	
	i. Brewery Field: Mound works: This has been completed. Thanks were given to Friends of Duxford Green Spaced (FoDGS) for funding this project. Cllr Heath confirmed that swallows are nesting in the Brewery Field shelter.	
	j. Maintenance contracts: Verges: It was agreed to remove The Green from the verges contract. It was retrospectively agreed to ask Envirocare to achieve a one off cut at The Green in the interim (achieved prior to the meeting). To be discussed at the next meeting.	**Clerk / Chair / Cllr Heath**
	k. The Village Green: Perimeter fencing: A member of the public thanked the Parish Council for all of their hard work. After much discussion and public input, it was agreed to remove the west side of The Green's perimeter fencing, and use these materials used to mend the east side. Cost is expected to be minimal. A working party consisting of the Chair, Cllr Hancock, and Cllr Priestley will work together with the community to discuss future options.	**Chair / Cllr Hancock / Cllr Priestley**
	l. The War Memorial Green: Bollard replacement: The Chair agreed to seek quotes for a replacement bollard or large stone.	**Chair**
	m. Cemetery Reduced mobility access: The Chair agreed to seek further quotes regarding two separate path options.	**Chair**
118	**Road Safety Report:**	
	a. LHI application re Hunts Road: It was agreed no to progress with this as the contribution from the Parish Council exceeded £20, 000.00 for just the one raised table of the four requested.	**Clerk**
	b. St. John's Street residential wall damage: Cllr McDonald agreed to investigate this matter directly.	**Cllr McDonald**
	c. Ickleton Road parking issues: It was agreed that the Clerk will bring this to the attention of visiting traffic officers. Parishioners are encouraged to obtain photographic evidence and report directly to the Police if pavements become impassable or if the blind bend visibility is reduced.	**Clerk**
	d. Proposed Quiet Lane between Duxford and Hinxton: This was agreed upon	**Clerk**
119	**Community Centre Report:**	
	a. Air Conditioning proposal: It was agreed to accept the two quotes totalling £74,534 to install ventilation (air conditioning) in the two halls, subject to receiving a £64,000.00 agreed contribution from the DCC. It was also agreed to fund up to £5,000 from reserves to install ventilation (air conditioning) in the Linda Martin meeting room.	**Chair**

120	**b. Community Cool Hub proposal:** it was agreed not to achieve this this proposal to ventilate (air condition) all areas of the building at this time.	**ACTION BY**
121	**Assets of Community Value:** All Cllrs to provide input regarding appropriate sites / properties.	**All Cllrs**
	Affordable Housing: Housing: Preferred locations: It was agreed that the site on Grange Road would be the most suitable location for this project. This will enable English Rural to begin negotiations with the landowners Gonville & Caius. There is no requirement for public consultation is required at this very early exploratory stage.	**Cllr Heath**
122	**Community Health and wellbeing:** It was agreed to set up a 12 month pilot to explore ways of improving parishioner access to improved health and wellbeing, using the Community Centre as the hub for activity.	**Cllr Hancock**
123	**Audit: Governance review of assurance controls:** This item was dismissed.	
124	**Diary and next meetings:**	
	August meeting 2026: It was agreed not to hold an August meeting in 2026 unless absolutely required.	
	• 13th August Monthly DPC meeting at 8pm (provisional) • 10th September Monthly DPC meeting at 8pm.	
125	**Meeting closure:** 10.02pm.	
	Signed: …….	
	Dated: …….	

4 Appendices to follow:

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

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Amazon	**Retrospective Payment:** Wooden stakes for 20mph speeding signage display	Debit Card	30.62
Envirocare	Maintenance contract	Bank Transfer	79.20
Envirocare	Maintenance contract	Bank Transfer	414.42
Envirocare	Maintenance contract	Bank Transfer	480.00
Hortiservices	Rear Cemetery gates: Purchase and installation	Bank Transfer	1503.00
Cllr Malcolm Hyde	Recreation Ground access barrier padlocks	Bank Transfer	22.78
HMRC	Quarterly payment	Bank Transfer	309.10
J Depradines-Smith	Clerk duties & expenses	Bank Transfer	1465.76

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
11/06/2026	Nest	Clerk pension	Direct Debit	73.89
15/06/2026	PLWB	Public Loans Works Board loan repayment	Direct Debit	4105.16
19/06/2026	Drax Energy	Street lighting	Direct Debit	84.41

Appendix 2: Planning Report:

Applications for DPC decision:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A / R
		None	

South Cambridgeshire District Council Planning Decisions :

APPLICATION REF	LOCATION	PROPOSAL	DECISION
26/00561/LBC	Control Tower Imperial War Museum Royston Road	Internal alterations- structural repair works to first floor concrete slab and reinstatement works	**A**
26/01385/FUL	Grange Farm Grange Road Duxford	Change of use and siting of three permanent structures for tourist accommodation use	**A**

Appendix 3: Operations Report:

Recreation Ground: Shelter and fitness equipment graffiti removal: the graffiti will be removed once a suitable product has been found.

Recreation Ground: Tennis coach signage: A request has been made for publicity signage on the Rec.

Recreation Ground: Car park bollard replacement: the cost to reinstall this concrete bollard is well over £1000. Choices are to reinstall it, replace it with something cheaper and lighter to install, or do nothing (recognising that cars will drive over the corner).

Recreation Ground: Food van applications: a Duxford parishioner has made a tentative enquiry as to whether we would accept a further street food outlet on the Rec., specifically:

- *Whether the council is open to applications from new food vendors*
- *Any criteria or approval process when considering requests*
- *Any restrictions on trading days, hours or food types*
- *Any pitch fees or rental arrangements.*
- *Any insurance, licensing or other documentation you would require*

The 6 month trial period for the Pizza van finishes 10th September 2026.

Recreation Ground: Access barrier padlocks / security options: proposal to purchase a number of spare padlocks as these need replacing frequently.

Recreation Ground: Bowls Club flooding from car park: the bowls club have reported flooding entering from the driveway.

Recreation Ground: Pavilion wall repairs: due to the regular destruction of the basket ball net, it has to be removed, and the wall repaired. The pavilion wall is not strong enough to support players hanging from it.

Brewery Field: Small wildlife pond: work has stopped while we find funding.

Brewery Field: Mound works: now complete, funded by FoDGS.

Maintenance Contracts: Verges contract remedial action: we have now met the contractor and have removed The Green from the contract. We may need to re-tender for the entire verges contract. In the meantime we have asked our other contractors if they are able to cut and clear The Green this week.

The Village Green: Perimeter fencing: the small fence (funded by residents many years ago) is now in disrepair and DPC has been requested to remove/replace it.

The War Memorial Green bollard replacement: the previous bollard is irreparable. Choice is to replace with the same, or purchase a large stone.

Cemetery: Reduced mobility access path: we have received one quote to put a bound gravel path past the cremation area and up the centre path, which will be raised to go over the tree roots.

Appendix 4: District and County Council Report:

South Cambs Council

Cambridge Growth Company

Parish Councils are probably aware that the last government and this government have both had designs on increasing the growth of housing and jobs in Greater Cambridge far beyond what we have identified through our local plan process - 150,000 by 2050 "theirs" 77,000 by 2045 "ours" This aspiration has now taken a leap forward with the Labour Government formally announcing its intention to create a Government led Development Corporation covering the whole South Cambs and Cambridge City area. This is vastly larger in geography and population than has ever been seen before anywhere in the UK. There is no doubt that this will result in loss of greenbelt land though where that might be, we cannot as yet say. The emerging Greater Cambridge Local Plan gives a very high level of protection to all of our villages and the greenbelt but it would be naïve to say that the 'Devco' would respect this. Currently, anyone wanting to build anything at all in Greater Cambridge has to submit a planning application to the Greater Cambridge Planning Service and the decisions are taken either by our expert planning officers or by the planning committee which is made up of elected members from both political parties that hold seat in South Cambs. It would be a travesty if these plans damaged the Greater Cambridge Planning Service which has recently been awarded the title of Best Planning Authority in England. If the government does not amend its plans, as they currently stand, all planning applications above 250 units will be submitted to the Devco and decided by its own planning committee which will only have 4 elected members with the majority being 'experts. This represents a huge democratic deficit, with a Westminster minister having ultimate say. We are talking to government to see if we can move this situation into something acceptable to our council and communities based upon the large amount of consultation we have conducted and the responses we have seen to their consultation, most of which align with our strongly held views. As a minimum, that would mean increasing the thresholds for housing by a significant amount and getting assurance that the Devco will concentrate its resources on sorting out the infrastructure gap that is actually slowing growth of our area. This includes the shortage of water, electricity, health, education and transport links.

Local Plan published

Following the consultation earlier in the year, the Greater Cambridge Local Plan has now been published. It will be considered by the council's Scrutiny & Overview Committee on 14 July and by Full Council on 16 July. The 8,400 consultation responses from 1,287 responders have also been published and considered in updates to the draft plan. This final round of consultation this summer will consider the legal compliance and "soundness" of the Plan, defined by tests in the National Planning Policy Framework requiring Plans to be positively prepared, justified, effective and consistent with national policy. Following the next consultation, the Councils will be asked to approve Submission of the Local Plan and all of the representations received, together with the evidence base and supporting documents, to the Secretary of State for independent examination.

Local Government Reorganisation

We are expecting a decision from the government imminently on which option will be chosen from those presented last year.

Community Pantry Grant

A new grant scheme has been launched by the District Council to provide funding of up to £400 to Parish Councils and community groups to set up a Community Pantry. This is part of the council's Cost of Living Support. Pantries of this type are simple, community-run spaces that provide residents with free access to food and everyday essentials, helping to tackle food insecurity while also reducing food waste. They are generally accessible, do not usually require staffing, and are maintained by the community.

Support for Mobile Warden Schemes

The District Council provides funding for a number of Mobile Warden Schemes, which help people maintain independent living for longer, and is currently promoting these to help increase uptake with a video highlighting the benefits of these arrangements.

Cambs County Council

Cost of Living and Anti Poverty Support

In May 2025, Cambridgeshire's independent Poverty Strategy Commission produced "A call for a strategic approach to end poverty across Cambridgeshire", then, in June 2025, the government announced the launch of the new multi-year Crisis and Resilience Fund (CRF), replacing the previous Household Support Fund (HSF), with Cambridgeshire County Council receiving £5.3m in 2026-27 and 2027-28. All of the Crisis and Resilience Fund proposals have been developed with our key partners, including district and city councils, and in line with the national Department for Work and Pensions guidance and the recommendations from the local Poverty Strategy Commission. Councillors at today's meeting heard that the CRF funding received by the County Council is required to be allocated across: Crisis payments – providing support to those experiencing financial shock; Resilience services – support that improves residents' financial resilience; Community coordination – activities that connect and enhance local support, such as community food projects.

The committee approved a prevention-first approach for the new anti-poverty initiatives – directing resources towards interventions that increase household incomes and reduce the frequency of crises, while also strengthening the safety-net for residents who do experience a financial shock. On that basis, councillors also agreed: To procure a new crisis payment scheme; to award £800,000 to Citizens Advice to continue to deliver an Income Maximisation service across Cambridgeshire until 2029; to award £1.5M, over 3 years, to fund an advice outreach service for residents who are isolated rurally or digitally, or otherwise unable to access mainstream support. The new crisis payment scheme will respond flexibly to residents in financial crisis that could prevent them from being able to manage essential costs.

Once immediate needs are addressed, residents will then be linked into wraparound resilience support, aiming to reduce the likelihood of future financial shocks. Councillors approved a budget for the crisis payment scheme of £1M per year in 2027-28 and 2028-29, and £400k for the current financial year, with scope to increase if needed. The income maximisation service that will be delivered by Citizens Advice is a continuation of an existing service which led to 3,182 residents supported in 2025-26, gaining a combined £3.7M in additional income. Councillors also approved an increased investment in outreach capacity – to ensure people experiencing rural isolation or digital poverty can access support more locally to them, in trusted community spaces. Further income maximisation work will be provided through LIFT (the Low-Income Family Tracker), procured following committee approval in February earlier this year, which will also be funded through the CRF. LIFT will enable Cambridgeshire's five district and city councils to identify residents who may be missing out on support they are eligible for, such as Pension Credit, Healthy Start vouchers, Free School Meals or heating-oil support, and encourage them to apply. Previously, a significant proportion of Cambridgeshire's allocation from the government's former HSF

was used to fund Free School Meal (FSM) Holiday Food Vouchers. CRF guidance is explicit that crisis support must now be needs-based, not a routine income supplement. Accordingly, Cambridgeshire is implementing a managed transition away from FSM holiday vouchers. Councillors heard how those families that have been in receipt of FSM holiday vouchers will be prioritised for support within the new anti-poverty initiatives, including Income Maximisation, which on average, has been found to increase household income by a recurrent £1,163 a year. They will be the priority cohort to be identified by LIFT and receive a targeted offer of personalised support. Families will also be encouraged to access the Holiday Activities and Food (HAF) programme, an initiative that provides free, healthy meals and enriching activities to children during school holidays. Families eligible for but not currently registered for Free School Meals will also be prioritised, as will low-income families with younger children not registered for Healthy Start vouchers. The new Crisis Payment scheme is expected to launch for Cambridgeshire residents in October 2026. Information about the support that's available in the interim period can be found on our website. The reports discussed by the committee can be found on our website and a recording of the meeting is available to watch on YouTube channel.

Read the Beat Reading Activities for Children

Children across Cambridgeshire can discover the joy of reading this summer by signing up to the musically themed 2026 Summer Reading Challenge. The free Challenge at Cambridgeshire Libraries is open to pre-school and primary school-aged children of all reading abilities and encourages young readers to keep up their reading during the school holidays, building confidence and creativity along the way. As part of the National Year of Reading, this year's theme, 'Read to the Beat', celebrates the connection between music and storytelling, encouraging children to explore how rhythm, sound and words can inspire imagination. Brought to life with vibrant illustrations by award-winning author and illustrator Harry Woodgate, 'Read to the Beat' invites children to combine rhythm, creativity and reading throughout the summer.

Running from Saturday, 4 July, until Saturday, 5 September, the Challenge encourages children to read six books of their choice, with everything from fiction and non-fiction to audiobooks and eBooks counting towards their goal, as long as they are borrowed from the library. Please watch in YouTube for more accessibility options.- opens in a new tab

Children will be able to collect a sticker for each book read from Saturday 18 July – there is a new one to collect each week. Children can join by visiting any of the 33 library locations across the county, including the three mobile libraries.

Library membership is free and easy to arrange, making it simple for families to take part. The Summer Reading Challenge is just one of the activities which will be promoted by Cambridgeshire County Council through the upcoming #GetActivated campaign, which will highlight free or low-cost activities for children, young people and families to help them stay healthy and connected throughout the summer holidays. As part of the campaign, residents will be encouraged to share their activities on social media using the hashtag #GetActivated.

Illegal Tobacco & Vapes

A multi-agency operation led by Cambridgeshire Trading Standards has resulted in the seizure of illegal tobacco and vapes across East Cambridgeshire. On 23 June, officers worked alongside Cambridgeshire Police and HM Revenue and Customs (HMRC) to carry out inspections at premises in Ely, Soham and Littleport. The operation led to the seizure of 25,000 illegal cigarettes, 6.85kg of hand-rolling tobacco and more than 138 illegal vaping products from three locations.

Specialist Wagtail detection dogs, trained to locate hidden tobacco, supported the operation.

The action forms part of ongoing work across the county to target the sale and supply of illicit tobacco and nicotine products. Over the past year, Trading Standards officers have seized around 3,500 illegal vapes and more than 32,000 illicit cigarettes across Cambridgeshire. Items confiscated included vapes with oversized tanks, incorrect or missing labelling, and products that had not been notified to the Medicines and Healthcare Products Regulatory Agency (MHRA), making them illegal for sale in the UK. Officers also seized tobacco products that did not carry the required health warnings in English. Residents are encouraged to report any information or suspicions about the sale of illegal tobacco or vaping products. Reports can be made anonymously at www.keep-it-out.co.uk, which also provides guidance on how to identify illicit products. Alternatively, residents can contact the Citizens Advice Consumer Service.

Ministry of Defence ERS Scheme

Cambridgeshire County Council has been reaccredited with the Ministry of Defence (MOD)'s Employer Recognition Scheme (ERS) Gold Award, the highest honour available to organisations that demonstrate outstanding, long term support for the Armed Forces community. The Gold Award recognises the Council's sustained commitment to the Armed Forces and its strong track record of supporting people from Armed Forces backgrounds, including reservists, veterans, cadet adult volunteers, service families, and members of the wider Cadet movement. To mark the achievement, the Council hosted a formal reaccreditation ceremony on Wednesday 1 July at New Shire Hall, which brought together His Majesty's Lord-Lieutenant of Cambridgeshire, the Chair of the County Council, County Councillors, including the Council's Armed Forces Champion, the Chief Executive and senior council officers, along with representatives from the Ministry of Defence and the Armed Forces community. The presentation ceremony featured a range of speeches, including one from Tommy Kelly the Cambridgeshire Armed Forces Covenant Officer, who is employed by the County Council, bringing his personal experience of having served in the Armed Forces to life. The reaccreditation also highlights the Council's strong partnership with the Ministry of Defence and local Armed Forces Covenant networks, reinforcing its commitment to fairness and opportunity, supporting good jobs for the future, improving financial security, and helping people stay well connected across Cambridgeshire. The ceremony celebrated the people, partners and networks that all contribute to this important work and to ensuring that the County Council remains a supportive and welcoming employer for members of the Armed Forces community. From left to right: Cadet Flight Sergeant Logan Constable; Councillor Peter McDonald, Chair of Cambridgeshire County Council; Sarah Thompson, RFCA Defence Relationship Manager; Mrs Julie Spence OBE CStJ QPM, His Majesty's Lord-Lieutenant of Cambridgeshire; Councillor Yannifer Malinowski, Armed Forces Covenant Champion, Cambridgeshire County Council; Dr Stephen Moir, Chief Executive of Cambridgeshire County Council.

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