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 14 MAY 2026 AT 8PM

		ACTION BY
	Present: Cllr Hancock, Cllr Heath. Cllr Hyde, Cllr Wright, Cllr Young, Chair Cllr O'Grady. Parish Clerk Joanne Depradines-Smith. One member of the public present. The Meeting commenced at 8pm. The Chair welcomed all attendees to the meeting. **Open Forum: None**	
75	**Apologies**: Cllr Dee, Cllr Skeates-Hall, Cllr Priestley, Cllr Walters, Cllr Wood, and Cllr McDonald.	
76	**Declaration of Interest:** • **Item 84c: Recreation Ground: Annual fees – revision:** Cllr Wright as Chair of Duxford Bowls Club.	
77	**Previous Minutes**: The minutes of the monthly Parish Council meeting held on 9th April 2026, as circulated to all members, were agreed and signed by the Chair.	
78	**Matters Arising:** • **60: 47F: Recreation Ground damaged bollard:** This is a work in practice. • **61: War Memorial Green damaged bollard:** This has been achieved • **61: Reducing the crown of the trees situated on The Green:** This has been achieved. • **66c: Pavilion ceiling repair (result of external basketball hoop installation):** This has been achieved.	**Chair**
79	**Chair Announcements: Including non-decisive correspondence:** • **Thanks received from The DX Club:** For Brewery Field as much used by the children. • **Noise concern re The John Barleycorn Public House:** This has been referred to the SCDC Licencing and Environmental Health teams directly. No further action to be taken. • **Recreation Ground: Two new mixed waste litter bins:** Thanks were given to SCDC for installation. • **A505 / Moorfield Road concerns:** Two concerns regarding road safety and future plans have been shared with Cllr McDonald. • **Youth Club donations:** Thanks were given to The Welch Group for their recent donation. Thanks were given to Cllr Dee for his ceaseless Youth Club fundraising efforts.	
80	**Planning:** **a. Planning applications received from SCDC:** See appendices. **b. Planning decisions confirmed by SCDC:** See appendices. **c. Planning correspondence:** None	
81	**Finance: Accounts for payment:** See appendices.	

		ACTION BY
82	**DPC Audit 2026: Agree annual return including accounts:** The Chair presented the year end accounts to the Council for approval. Following a discussion, he then read each governance assertion statement aloud to the Council. After each statement he asked if that was correct; there being no objections the relevant box were ticked, and the form signed for submission.	
83	**District and County Council Matters:** No report. Cllr McDonald was absent.	
84	**Operations Report:** See appendices. **a. Recreation Ground: RoSPA inspection:** No high risk items. Low level risk items are being addressed. Thanks were given to Cllr Hyde for regular assessment and ongoing repairs. **b. Recreation Ground: Playground logs:** A quote for £1888 +VAT was agreed upon. **c. Recreation Ground: Annual rental fees - revision:** The increase of CPI+5% (8% total increase) as agreed in April 2026 was identified as incorrect. The correct fee of RPI only (2025 & 2026 fees) has been communicated with apologies and refunds arranged, where applicable. **d. Recreation Ground: Wildlife meadow:** Carried over to the next meeting due to Cllr absence. **e. Recreation Ground: Hedge growth strategy:** Carried over to the next meeting due to Cllr absence. **f. Biodiversity: Wildlife signage (uncut areas):** Carried over to the next meeting due to Cllr absence. **g. Brewery Field: New wildlife pond and mound reshaping:** This is a work in progress. **h. Brewery Field: nectar Garden water butt:** This was agreed upon. Thanks were given to Friends of Duxford Green Spaces members for their donation to fund this (donation to DPC). **i. Cemetery Reduced mobility access:** Quotes are being sought for different path lengths and materials, including a boardwalk over tree roots to connect with the front Cemetery path.	**Cllr Hyde** **Cllr Heath** **Clerk** **Chair**
85	**Assets of Community Value:** Carried over to the next meeting.	**Cllr Hancock / Cllr Young**
86	**Affordable Housing: Housing needs survey:** Cllr Heath advised that the response level was around 20% (average) and results are awaited.	
87	**Diary and next meetings:** • 11th June Monthly DPC meeting at 8pm. • 09th July Monthly DPC meeting at 8pm.	
88	**Meeting closure:** 9.01pm.	
	Signed: ……. **Dated:** …….	
	3 Appendices to follow:	

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

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Printerland	**Retrospective Payment:** Clerk printer toner	Debit Card	355.25
B&Q	**Retrospective Payment:** Pavilion roof repair materials	Debit Card	21.50
Cllr Roy O'Grady	**Retrospective Payment:** Pavilion roof repair labour costs as paid to D Welford	Bank Transfer	50.00
HMRC	**Retrospective Payment:** Outstanding payment	Bank Transfer	1002.23
Clerk's Compliance	**Retrospective Payment:** Internal audit	Bank Transfer	120.00
Mercer Tree Services	**Retrospective Payment:** Covid memorial tree (Rec)	Bank Transfer	240.00
Cam Valley Forum	**Retrospective Payment:** Annual membership	Bank Transfer	10.00
Rialtas	**Retrospective Payment:** Software and support	Bank Transfer	1682.40
Cllr Ian Walters	**Retrospective Payment:** Swift boxes	Bank Transfer	68.50
CG Trees & Landscaping	Swift boxes installation (21)	Bank Transfer	420.00
Duxford Bowls Club	Refund 2025 & 2026 Rec annual rental overpayment	Bank Transfer	11.33
RoSPA Playsafety Ltd	Annual RoSPA inspection	Bank Transfer	408.00
Envirocare	Maintenance contract	Bank Transfer	79.20
Envirocare	Maintenance contract	Bank Transfer	414.42
Envirocare	Maintenance contract	Bank Transfer	480.00
MD Landscapes	Maintenance contract	Bank Transfer	600.00
Zurich	Insurance - annual payment	Bank Transfer	2351.16
Mercer Tree Services	Tree maintenance works	Bank Transfer	1800.00
HMRC	Quarterly payment	Bank Transfer	331.84
J Depradines-Smith	Clerk duties & expenses	Bank Transfer	1502.53

Automatic payments from previous agenda publishing date:

DATE	NAME	INFORMATION	METHOD OF PAY-MENT	AMOUNT £
16/04/2026	Nest	Clerk pension	Direct Debit	80.52
21/04/2026	Drax Energy	Street lighting	Direct Debit	105.73
22/04/2026	Microsoft	Software (annual payment)	Direct Debit	104.99
01/05/2026	PWLB	Public Works Loan Board repayment	Direct Debit	12408.16

Appendix 2: Planning Report:

Applications for DPC decision:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A / R
26/01435/FUL	Land Warfare Hall Duxford Airfield	Demolition of the existing (vacant) Land Warfare Hall.	**A**
26/01385/FUL	Grange Farm Grange Road Duxford	Change of use and siting of three permanent structures for tourist accommodation use	**A**

South Cambridgeshire District Council Planning Decisions :

APPLICATION REF	LOCATION	PROPOSAL	DECISION
		None	

Appendix 3: Operations Report:

a. **Recreation Ground: RoSPA inspection.** Nothing major identified, recommended improvements are being actioned
b. **Recreation Ground: Playground logs replacement.** We are looking at around £2K to overall. Hortiservices have quoted £664 for installing. Log circle (ten logs) and 2 balance beams come to £1224 incl. VAT.
c. **Recreation Ground: Clubs annual rental fees – revision.** The formula the Parish Council use for allotment tenants (RPI Index +5%) was used in error. This has now been corrected to an increase of the RPI Index figure alone.
d. **Recreation Ground: Wildlife meadow.** Last meeting's paper is attached. The location proposed outside the centre is not suitable due to limited space, rubble underneath the lawn and keeping access to bike racks clear for the many cyclists. A better location would be adjacent to the path to the school on the other side of the playground. Considering the difficulty of finding volunteers, I think we should rather continue the plan to leave the area uncut over the summer and collect clippings at the autumn cut. This is a longer process but can eventually have good results as seen on Brewery Field. There is always the option of adding plug plants later.
e. **Recreation Ground: Hedging growth strategy.** Proposal to allow the hedge around the car park to grow taller and wider would have a beneficial impact for wildlife on the Rec.
f. **Biodiversity: Wildlife signage (uncut green spaces).** A proposal has been made for signage advising where verges and other areas are left uncut.
g. **Brewery Field: New wildlife pond and mound reshaping.** Hortiservices quote £780 to reshape mound and build a small wildlife pond has been accepted and Rob will begin work next week, weather permitting.
h. **Brewery Field: Nectar Garden water butt.** A 1000l green container has been purchased for £400. We request DPC to fund this purchase to service the toddler-safe, pollinator friendly garden. The container will be filled from the borehole and will make it much easier for gardeners. FoDGS is investigating funding a small contract for ongoing nectar garden maintenance – see June Chatterbox.
In the autumn, we may improve the meadow by adding patches of native wildflower seeds and plug plants (cost comes within the £1000 max amount agreed in April)

    a. SMT have once again generously agreed to provide volunteers for half a day (28th May TBC) to install the water butt on the nectar garden, cover existing water containers and help to remodel the sculpture area (removing hard edging of old petanque court and plant some grasses around the sculptures). Split bamboo screens have been purchased for the 3 existing containers at a cost of £95, which will be funded by FoDGS as agreed at the FoDGS AGM.

i. **Cemetery: Reduced mobility access.** Grants are being investigated. We are seeking quotes for constructing a boardwalk up the central path and around the back to meet the rear gate entrance. This will ensure that tree roots are not damaged and should be longer lasting.
j. **Cemetery rear gates:** Hortiservices quote £1503 to replace gate has been accepted and Rob will schedule asap.