

**MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY 8 JUNE 2017**

		ACTION BY
	<p>Present Parish Councillors: Cllr Chudleigh, Cllr Harris, Cllr Heath, Cllr O’Grady, Cllr Skeates-Day, Cllr Tarrant, Cllr Young, with Chair Cllr Dee. Parish Clerk Joanne Depradines-Smith. Twenty three members of the public were in attendance.</p> <p>7pm – 7.30pm – Architect briefing - Mr Mariano Cavaleri 7.30pm – 8pm – Second Architect briefing – Mr Alan Lamb 8pm – 8.30pm - Architect Open Forum followed by DPC Architect decision. Mr Lamb chosen by vote 7/1 in favour.</p> <p style="text-align: center;">Open Forum</p> <p>Concerns were raised regarding the overhanging trees at the entrance to Elms Close. The Clerk confirmed that SCDC have yet to respond about this issue. In the meantime, Cllr Heath agreed to obtain a quote for works from Mercer Tree Services.</p> <p>The Meeting commenced at 8.31pm - The Chair welcomed all attendees to the meeting.</p>	Cllr Heath
97	Apologies – Cllr Martin – illness.	
98	<p>Declaration of Interests: 107 – Cllr Young as an allotments tenant. The Clerk reminded all Cllrs that they must leave the room if a declaration of interest topic requires discussion / voting upon. It was unanimously decided that if only a report is communicated, then the Cllr may remain in situ.</p>	Clerk
99	<p>Minutes The agenda and minutes of the Parish Council Annual General Meeting and monthly meetings held on 11 May 2017, circulated to all members, were agreed and signed by the Chairperson.</p>	
100	<p>Matters Arising</p> <ul style="list-style-type: none"> - 78 - 68c – Playground double gates – Cllr O’Grady confirmed that these are now mended. - 78 - 68d – War Grave Cleaning – Cllr Heath confirmed that the War Graves are now cleaned, including Mr Barnes (plot J21), who was missing in action. - 79f – Local Plan – Cllr Young agreed to provide a preliminary paper for the next meeting. - 85 – Allotments - Cllr Chudleigh confirmed that communications agreed for May have been postponed until June. - 87c – Youth Club – Cllr Harris confirmed that this is a work in progress, with an aim to have this set up in 2017. 	Cllr Young Cllr Chudleigh / Clerk Cllr Harris
101	<p>Chair Announcements</p> <ol style="list-style-type: none"> a. Hanging Baskets – the Chairman thanked Messrs. Chudleigh, Clarke and Butler for very kindly assisting with the village hanging baskets installations recently; and expressed his sincere gratitude to all residents who have kindly agreed to tend the flowers. b. Potential new Cllr – the Chairman acknowledged an email requesting information about the role. This has been sent by the Clerk. c. Blakeland Hill grass cutting – the Chairman acknowledged an email expressing concern that this area was overgrown. Cllr Heath confirmed that this oversight has been taken up with the contractor and has now been rectified. The Clerk will respond. d. Cemetery trees – the Chairman acknowledged an email concerning Cemetery trees that may be intrusive into a private residence. The Clerk will investigate. 	Clerk Clerk

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102	<p>e. Brewery Field – the Chairman acknowledged an email from a developer (Bathurst Partners enquiring about Brewery Field.</p> <p>f. Street naming – the Chairman acknowledged a letter from 3C Shared Services (SCDC) confirming that DPC rejected the suggested names for the Greenacres development road, and acknowledging DPC’s alternative suggestions.</p> <p>Surgery report – Cllr Heath communicated that seven parishioners attended the most recent surgery. Topics raised included the grassed areas in Rectory Road and Laceys Way; the condition of the Cemetery entrance; excess IWM air traffic; individual planning issues and inadequate drainage. It was agreed to chase the County Council regarding the Rectory Road grass areas, Ask the Cemetery contractor to attend to the frontage, and ask the DPC IWM representative to check air traffic with IWM.</p>	Cllr Heath Clerk / Mr Foster																														
103	<p>Planning</p> <p>a. Applications received from SCDC: As presented by Cllr Harris:</p> <table border="1" data-bbox="188 719 1369 931"> <thead> <tr> <th>APPLICATION REF</th> <th>LOCATION</th> <th>APPLICANT</th> <th>PROPOSAL</th> <th>DECISION A/R</th> </tr> </thead> <tbody> <tr> <td>S/1654/17/FL</td> <td>4, Hinxton Road, Duxford</td> <td>Mr John Clarke</td> <td>Construct a link between the existing house & garage (single storey) & extend the kitchen into part of the garage, with the remainder of the garage used for storage. Extend 'the garage' into the garden at the front to enlarge the kitchen space. Remove the existing french doors & kitchen window & replace with bifold doors</td> <td>A</td> </tr> </tbody> </table> <p>b. Planning decisions confirmed by South Cambs District Council:</p> <table border="1" data-bbox="188 1028 1369 1435"> <thead> <tr> <th>APPLICATION REF</th> <th>LOCATION</th> <th>PROPOSAL</th> <th>DECISION A/R</th> </tr> </thead> <tbody> <tr> <td>S/0117/17/FL S/0118/17/LB</td> <td>Building 4 IWM</td> <td>EE Ltd Removal and replacement of existing 3.4m high Flagpole Antenna with New 5m Flagpole Antenna in the same position on the roof of the building and associated ancillary equipment mounted on existing freestanding tripod. Four small cabinets proposed at ground level.</td> <td>A</td> </tr> <tr> <td>S/1177/17/FL</td> <td>48 , St Johns Street, Duxford</td> <td>To erect a white pvcu framed conservatory to the rear of the property</td> <td>A</td> </tr> <tr> <td>S/0921/17/FL</td> <td>Grange Farm, Grange Road, Duxford</td> <td>Proposed new agricultural building</td> <td>A</td> </tr> <tr> <td>S/1250/17/LD</td> <td>32, Ickleton Road, Duxford</td> <td>New boundary hedge only</td> <td>A</td> </tr> </tbody> </table> <p>c. Planning correspondence – Cllr Harris confirmed that CALA Homes, the Greenacres developer, wish to meet members of the Parish Council, to discuss ongoing objections. It was decided that the Planning Working Group would meet them, and report back to DPC.</p> <p>d. A discussion took place as to whether trees planning ought to be added to future agendas or otherwise. It was agreed to let the Planning Working Group decide if individual trees are of village attention, or otherwise, and to ask for time extension from SCDC (if applicable), and added to the agenda, if so.</p>	APPLICATION REF	LOCATION	APPLICANT	PROPOSAL	DECISION A/R	S/1654/17/FL	4, Hinxton Road, Duxford	Mr John Clarke	Construct a link between the existing house & garage (single storey) & extend the kitchen into part of the garage, with the remainder of the garage used for storage. Extend 'the garage' into the garden at the front to enlarge the kitchen space. Remove the existing french doors & kitchen window & replace with bifold doors	A	APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R	S/0117/17/FL S/0118/17/LB	Building 4 IWM	EE Ltd Removal and replacement of existing 3.4m high Flagpole Antenna with New 5m Flagpole Antenna in the same position on the roof of the building and associated ancillary equipment mounted on existing freestanding tripod. Four small cabinets proposed at ground level.	A	S/1177/17/FL	48 , St Johns Street, Duxford	To erect a white pvcu framed conservatory to the rear of the property	A	S/0921/17/FL	Grange Farm, Grange Road, Duxford	Proposed new agricultural building	A	S/1250/17/LD	32, Ickleton Road, Duxford	New boundary hedge only	A	Planning Working Group Planning Working Group
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104	<p>Finance</p> <p>a. Accounts for payment: It was proposed by Cllr Chudleigh, seconded by Cllr Tarrant, and agreed by all that the following accounts be passed for payment:</p>																															

	NAME	INFORMATION	CHEQUE NUMBER	AMOUNT £	ACTION BY
	The National Allotment Society	2017 Membership - Retrospective payment	Bank Transfer	66.10	
	G T Lunn	Accountancy Services April 2017	Bank Transfer	45.00	
	Canalbs Ltd	Independent Internal Auditor	Bank Transfer	193.10	
	Envirocare	St. John's Churchyard maintenance – April - 74725	Bank Transfer	66.00	
	Envirocare	The Biggen maintenance - April - 74725	Bank Transfer	45.00	
	Envirocare	The Biggen maintenance - May - 75586	Bank Transfer	45.00	
	Envirocare	St. John's Churchyard maintenance – May - 75587	Bank Transfer	66.00	
	Buchans	Various maintenance contracts - 1364	Bank Transfer	1371.36	
	Arbantia Fencing	Playground double gates repairs	Bank Transfer	72.00	
	ESPO	New Cemetery Bench - (Remembrance donation received)	Bank Transfer	404.40	
	ESPO	Cemetery bins x 2	Bank Transfer	554.40	
	Duxford School	Room hire	Bank Transfer	61.25	
	Gillian Heath	Refund of professional War Grave cleaning product and applicator	Bank Transfer	40.05	
	Gillian Heath	Refund of two large stones for War Memorial Green - 01636	Bank Transfer	155.45	
	Gillian Heath	Refund of two further large stones for War Memorial Green - 01541	Bank Transfer	155.45	
	Cambridge Water Business	Cemetery Water April 2017 – March 2018	Bank Transfer	44.52	
	Roy Gill	Contracts standing order paid automatically on 1 st of following month	Bank Transfer	945.83	
	J Depradines-Smith	Clerk Duties & Expenses (postage)	Bank Transfer	1152.12	
			TOTAL	£5483.03	
105	District Council Matters – Covered by Cllr Topping in item 106.				
106	County Council Matters – Cllr Topping was not feeling very well, and so provided the following brief summary:				
	Streetlights – Cllr Topping confirmed that the Laceys Way streetlight was to be completed shortly, before the Blakeland Hill light is attended to.				
	Dog Bins – Cllr Topping has sent SCDC contact details to Cllr Heath, for direct liaison.				Cllr Heath
	Local Plan – Cllr Topping confirmed that DPC Cllrs are not required to attend Local Plan meetings as SCDC will oppose all bids.				
	Moto – Cllr Topping confirmed that the MOTO planning proposal has been withdrawn, but it is unclear if a location further towards the village is an alternative option. Cllr Topping will find out.				Cllr Topping
	Station cycle path – Cllr Topping confirmed that the Wellcome Trust are keen to create a path between their Hinxton site and Whittlesford Station, and will have identical needs at the platform as DPC. Solutions are to be observed, that they can be replicated on the Duxford side of the tracks.				Cllr Topping
	Cllr Dee thanked Cllr Topping for sending a SCDC planning expert to Duxford in respect of the village hall location, as this proved very informative.				
107	Allotment Committee Chairperson report – (Cllr Young took no part in this item)				
	<ul style="list-style-type: none"> • Cllr Chudleigh confirmed that many chickens have been lost to foxes recently. • Cllr Chudleigh confirmed that a Committee meeting is to be set up shortly. 				Cllr Chudleigh / Clerk
108	FRG&B Committee Chairperson's Report – Cllr Heath reported the following:				
	a. Rear allotment hedge works – still pending quotes – carried over to the next meeting.				
	b. Tree survey regularity – SCDC not offering this service yet. It was unanimously agreed to remain with Mercer Tree Services at present.				Cllr Heath
	c. New dog bins – the proposal to ask SCDC for new dog bins was unanimously agreed upon.				Cllr Heath

		ACTION BY
	<p>d. Recreation Ground Bowls / Tennis Clubs signage - draft or specific suggestions not yet received – carried over to the next meeting. The Clerk will chase.</p> <p>e. Recreation Ground dog bins – Cllr Heath confirmed that DPC contractors previously also emptied the dog bins, despite this not being in the contract, and have now ceased this activity. Now that the bins are overflowing, it was unanimously agreed for the Clerk to request a quote from Buchans to add this to the contract going forward.</p> <p>f. Parish Council adoption of County Council grass cutting areas – it was unanimously agreed to approach Cambridgeshire County Council for costings to adopt the County Council green spaces in the village. This is due to irregular, insufficient cuts in those areas. The Clerk agreed to communicate this in The Chatterbox.</p>	<p>Clerk</p> <p>Clerk</p> <p>Cllr Heath Clerk</p>
	<p>War Memorial Green stones - The Chairman thanked Hexcel and Welch’s for their very kind assistance in respect of the new stones on the War Memorial Green. The Clerk will ask the Handyman for a quote to remove the non-reflective black bollards at the site, as unnecessary.</p>	Clerk
	<p>Telephone box - The Clerk will ask the Scouts to advertise the rules of the new telephone box library, and the Clerk will source a file for notices.</p>	Clerk
109	<p>Working Parties Chairperson’s Reports.</p> <p>a. Public Art Contribution – Cllr Tarrant confirmed that she is awaiting a response from a tree sculptor. Cllr Heath and Cllr Tarrant will investigate other possible sources.</p> <p>b. Village Hall – The Chairman asked the Clerk to communicate the voting decision to both visiting architects as soon as possible. The Chairman confirmed that the SCDC planning expert who visited Duxford recently confirmed in principle that SCDC would support a village hall in Duxford Village, and if built on the Recreation Ground, the village green space would be offset by Brewery Field. The Chairman gave a summary of the VHWG visit to the Highways team at Cambourne, including that parking (including field of vision), access, pathways all point towards the Recreation Ground being favourable. The final location of the village hall is to take place at the next DPC meeting.</p> <p>c. Youth Club – This item was covered in Matters Arising.</p> <p>d. Road Safety – Cllr Tarrant advised that the Speedwatch Group is still being assembled.</p>	<p>Cllr Tarrant / Cllr Heath</p> <p>Clerk</p> <p>VHWG</p> <p>Cllr Tarrant</p>
110	<p>Government Data Protection Register – it was unanimously agreed to pay the £35 fee for this obligatory membership, as directed by the DPC Independent Internal Auditor.</p>	Clerk
111	<p>Parish Clock – Cllr Chudleigh agreed to be the St. Peter’s Church clock fundraising representative on the Parish Council. It was agreed in principle that, subject to insurance coverage and the Recreation Ground Clubs, that the Parish Clock fundraisers could hold an event such as a car boot sale on the Recreation Ground (just stalls – not on the football pitch and no parking on the Recreation Ground) between 10am and 2pm on 24th September 2017.</p>	
112	<p>Social media – Cllr Heath and Cllr O’Grady agreed to investigate the benefits of other social media.</p>	Cllr Heath / Cllr O’Grady
113	<p>Diary and Next Meeting:</p> <ul style="list-style-type: none"> • 1st July – DPC Surgery at the Laceys Way Centre - 10.30am – 11.30am • 13th July – DPC monthly meeting – 8pm, Duxford School 	
114	<p>Meeting Closure - The meeting closed at 10.01pm.</p>	<p>Signed:</p> <p>Dated:</p>