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Chairman: Mr Peter Dee

**MINUTES OF DUXFORD PARISH COUNCIL MEETING
 HELD AT DUXFORD PRIMARY SCHOOL ON THURSDAY 14 MARCH 2019**

	<p>Present: Parish Councillors: Cllr Dickson, Cllr Harris, Cllr Heath, Cllr Hyde, Cllr Skeates-Hall, Cllr O’Grady, Cllr Tarrant, Cllr Young, Chairman Pete Dee. Parish Clerk Joanne Depradines-Smith. Six members of the public in attendance.</p> <p>Open Forum: Two members of the Duxford Community Centre charity wished to convey their full support regarding the building of a new Community Centre in Duxford.</p> <p>The Meeting commenced at 8.01pm - The Chair welcomed all attendees to the meeting and warmly welcomed Cllr Nick Dickson as a new Councillor.</p>	ACTION BY								
40	Apologies: None									
41	Declaration of Interests: None									
42	Minutes: The agenda and minutes of the Parish Council monthly meeting held on 14 February 2019, circulated to all members, were agreed and signed by the Chairperson.									
43	Matters Arising: 21:4:211d: Recreation Ground Land Registry – Cllr O’Grady confirmed this is a work in progress.									
44	<p>Chairman’s Announcements</p> <p>a. Gonville & Caius: It was agreed to accept an invitation to meet representatives from local landowner Gonville & Caius regarding proposals for ‘Calls for sites’. Details will be placed on the DPC website in the meantime to invite opinion.</p> <p>b. Wind direction data: The Chairman thanked Norman Foster for sending wind data in, which may be used in respect of the Pet Crematorium analysis.</p> <p>c. Housing Needs Survey results: The Chairman confirmed receipt of results and agreed for representatives from Cambridgeshire Acre to attend a meeting to discuss findings.</p>	<p align="center">Clerk / Cllr Heath</p> <p align="center">Clerk / Cllr Young</p>								
45	<p>Planning:</p> <p>a. Applications received from SCDC: As presented by Cllr Harris:</p> <table border="1" style="width: 100%; border-collapse: collapse;"> <thead> <tr> <th style="width: 20%;">APPLICATION REF</th> <th style="width: 20%;">LOCATION</th> <th style="width: 40%;">PROPOSAL</th> <th style="width: 20%;">DECISION A/R</th> </tr> </thead> <tbody> <tr> <td>S/0269/19/FL</td> <td>4, Chapel Street, Duxford</td> <td>Single storey side extension and loft conversion</td> <td align="center">A</td> </tr> </tbody> </table>	APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R	S/0269/19/FL	4, Chapel Street, Duxford	Single storey side extension and loft conversion	A	
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S/0269/19/FL	4, Chapel Street, Duxford	Single storey side extension and loft conversion	A							

S/0251/19/FL	Pumping Station at Duxford Grange, Duxford	Erection of glass reinforced plastic kiosk to house treatment processes in relation to Duxford Grange Pumping Station.	A
S/0600/19/LB	St Peters Church, Chapel Street, Duxford	Temporary replacement church roof with torch applied felt	A

b. Planning decisions confirmed by South Cambs District Council:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
S/3507/18/FL	6, Hinxtion Road, Duxford	Proposed single storey rear extension and insertion of window and side elevation	A Subject to conditions
S/4507/18/FL	Hexcel Composites, Hinxtion Road, Duxford	Erection of Cool Storage Building to replace existing temporary facility	A

c. Planning correspondence: None

46 Finance: Accounts for payment: It was proposed by Cllr Skeates-Hall, seconded by Cllr Heath, and agreed by all that the following accounts be passed for payment:

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT (£)
Cambridge Water	Cemetery water supply: 01/04/19 – 31/03/20	Bank Transfer	46.76
Buchans	Recreation Ground maintenance: Inv: 1875	Bank Transfer	170.97
LCPAS	Councillor planning training	Bank Transfer	45.00
Local Council Public Advisory Service	Councillor and Clerk training Cemetery management	Bank Transfer	90.00
Rialtas Business Solutions	Allotments annual software support	Bank Transfer	198.00
Royston & District Community Transport	Donation	Bank Transfer	50.00
Duxford Preschool	Donation re: Annual Parish Meeting refreshments	Bank Transfer	50.00
Envirocare	Contractor fees: The Biggen maintenance: Invoice: 105294	Bank Transfer	45.00
Envirocare	Contractor Fees: St. John's Churchyard maintenance: Invoice: 105295	Bank Transfer	66.00
Mr Roy O'Grady	Materials to fix rear Cemetery gate	Bank Transfer	47.68
Mr Malcolm Hyde	Councillor expenses – mileage re training (July 2018 and February 2019)	Bank Transfer	30.60
Mrs Judith Tarrant	Councillor expenses – Cottenham Forge re The Biggen gates	Bank Transfer	18.45
J Depradines-Smith	Clerk expenses – mileage to training February 2019	Bank Transfer	15.30
HMRC	Quarterly payment	Bank Transfer	255.83
J Depradines-Smith	Clerk duties & expenses (postage)	Bank Transfer	1121.55

TOTAL £2251.14

AUTOMATIC PAYMENTS FROM PREVIOUS AGENDA PUBLISHING DATE:

DATE	NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
1 st of each month	Roy Gill	Maintenance contracts	Standing Order	945.83
06/03/2019	Nest	Clerk pension	Direct Debit	26.68

TOTAL £972.51

- a. **Discuss and agree extension to Section106 monies criteria (Sopwith Grange build / teenage facilities):** A vote was carried 5/4 to pay SCDC £1500.00 to extend the criteria for using these funds towards teenager aimed resources.
- b. **Annual Parish Meeting 2019 refreshments donation:** it was unanimously agreed to pay Duxford Pre-School £50.

47 District Council Matters: Cllr McDonald provided a report (see appendices). Additional information: CALA Homes have been asked to resurface all of Greenacres, and not just in part.

48 County Council Matters: Cllr Topping advised of the following:

- a. Who to contact at the Whittlesford Highways Depot, in case of urgent need.
- b. DPC should consider their responsibilities in the event of a Royal Family funeral.
- c. The soon to be expanded BP fuel station opposite IWM has agreed conditions in respect of litter picking in the vicinity, including Duxford Parish on the south side of the A505.
- d. The Wellcome Trust planning application had been postponed with the SCDC Planning Committee.

49 Allotments Report: None.

50 Footpaths, Recreation Ground and Burials (FRG&B) Committee Report (see appendices):

- a. **Discuss and agree purchase and installation costs to replace playground seesaw:** This item was carried over.
- b. **The Biggen footpath levelling:** This item was carried over.

51 Brewery Field report (see appendices):

- a. **Discuss and agree to use £4600 of the S106 open space monies already allocated to Brewery Field, to cover the SCDC Highways fee (£350) and the 12 month refundable deposit:**

It was unanimously agreed to pay £4600.00, allowing for 10% flexibility.
Cllr Heath advised that works on the entrances will take place before the May airshow and that landscaping works will commence towards the end of July, with the aim being to finish the structure in time for the autumn planting. The working party will endeavour to ensure that at least part of the field available to the village for the September 2019 airshow. The Clerk will communicate this to the School.

- b. **Discuss and agree the type of memorial plaques for offered trees. Working Group recommendation is to permit engraved stone plaques, with a maximum dimension of 12 x 12 inches, to be sunk into the ground next to the tree, allowing mowing to take place:** This was unanimously agreed upon.

Cllr Heath thanked Mr Ashely Arbon for his kind offer to mow the field according to the design over the summer at no charge. This was agreed upon.

ACTION BY

Chairman

Clerk

**Cllr
McDonald**

**Cllr
O'Grady**

Cllr Heath

**Cllr Heath
/ Clerk**

Cllr Heath

		ACTION BY												
52	<p>Village Hall Report:</p> <p style="padding-left: 20px;">a. Discuss and agree tender and contractor to build Village Hall / Community Centre:</p> <p>Having thoroughly assessed four tenders and contractors, approval was given to sign a contract to spend £985,993 as follows:</p> <table style="width: 100%; border-collapse: collapse;"> <tr> <td style="padding-left: 20px;">- Core Jaggard contract</td> <td style="text-align: right;">£ 811,993</td> </tr> <tr> <td style="padding-left: 20px;">- Direct work by others (e.g. kerb work)</td> <td style="text-align: right;">£ 79,000</td> </tr> <tr> <td style="padding-left: 20px;">- Fees</td> <td style="text-align: right;">£ 60,000</td> </tr> <tr> <td style="padding-left: 20px;">- Contingency</td> <td style="text-align: right;">£ 30,000</td> </tr> <tr> <td style="padding-left: 20px;">- Landscaping</td> <td style="text-align: right;"><u>£ 5,000</u></td> </tr> <tr> <td style="padding-left: 40px;">Total:</td> <td style="text-align: right;">£ 985,993</td> </tr> </table> <p>The Chairman confirmed that Duxford Parish Council will build and own the property, whilst the Duxford Community Centre charity will furnish, maintain and manage it.</p>	- Core Jaggard contract	£ 811,993	- Direct work by others (e.g. kerb work)	£ 79,000	- Fees	£ 60,000	- Contingency	£ 30,000	- Landscaping	<u>£ 5,000</u>	Total:	£ 985,993	<p>Chairman / Clerk</p>
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53	<p>Pet Crematorium Report: Cllr Hyde shared initial analysis of the data provided by the Environment Agency, which showed toxic chemical output had consistently exceeded agreed levels, including noxious VOC's and dioxins. The site is only 3.2km from Duxford School (approx.).</p> <p>Both Cllr McDonald and Cllr Topping agreed to communicate this information to Heidi Allen MP, that the Secretary of State for Environment, Food and Rural Affairs be made aware, and an investigation take place. It was noted that it was unusual for a Pet Crematorium not to be under the jurisdiction of a County Council (it is under the Environment Agency directly), and for inspections to be organised and paid for by the site owners, resulting in non-independent inspections.</p> <p>Cllr Hyde will continue to analyse the data being reluctantly provided by the Environment Agency, should this be required in law at a future date.</p>	<p>Cllr Topping</p> <p>Cllr McDonald</p> <p>Cllr Hyde</p>												
54	<p>United Reformed Church closure: Prescription and postal services update: The Clerk shared verbal confirmation that the URC is expected to remain open for room hire until the end of 2019. A new BT line for the Postal Service is to be factored into the Community Centre build as soon as possible, in case the URC closes in early 2020.</p>	<p>Chairman / Clerk</p>												
55	<p>Public Art Contribution Report: Cllr Tarrant confirmed that she and the Clerk had visited the Forge in Cottenham to look at the high level of workmanship on existing sculptures, and to discuss gate designs for The Biggen entrance. Initial sketches are expected shortly, and will be shared to collectively determine a design.</p>													
56	<p>Surgery Report: No parishioner attendance.</p>													
57	<p>Diary and next meetings:</p> <ul style="list-style-type: none"> • 18 March at 7.30pm – Duxford Annual Parish Meeting. • 06 April at 10.30am - Monthly Parish Council Surgery. • 11th April at 8pm – Monthly Parish Council Meeting. 													
58	<p>Meeting closure: 9.40pm.</p> <p style="text-align: right;">Signed: Dated:</p>													

Appendix 1: District Council Report from Cllr Peter McDonald:

SCDC Business Plan

At the February meeting the Council's budget was agreed. This included plans to generate a quarter of the money the Council spends on services from investments within five years. By the end of March 2024, Council investments are forecasted to return an income of just over £5million a year which will be used to protect the services people want and need.

The Council's administration has said that they want a range of investments in the district to generate a return in a way that also delivers on the priorities of local people and makes a positive contribution to the area.

Investments could include investing to help provide space for small and growing businesses which will fill a recognised gap and make a return for the Council. This will also help businesses grow and create new jobs for local people.

Empty Council Houses

Currently the owners of homes that are left empty and substantially unfurnished for more than two years must pay an extra 50% on top of the regular bill. Following the full Council meeting, the 50% premium will be replaced by the following arrangements:

- Homes that are empty for two years or more will be charged double their regular Council Tax (i.e. an additional premium of 100%). This will come into effect from 1 April 2019
- Homes that are empty for five years or more will be charged a 200% premium on top of their regular Council Tax. This will come into effect from 1 April 2020
- Homes that are empty for ten years or more will be charged a 300% premium on top of their regular Council Tax. This will come into effect from 1 April 2021.

Right now across South Cambridgeshire, there are 100 properties that have been empty for between two years and five years. There are 41 homes that have been empty for between five and ten years. There are 39 properties that have been empty for more than ten years.

Despite these figures, in relative terms, South Cambridgeshire doesn't have very high numbers of long-term empty properties - especially in comparison to more urban areas. Around 1% of all the homes in the district have been empty for six months or more.

Brexit Advisory Group Recommendations

The Cabinet meeting saw members agree to focus on five key areas which were suggested by the Brexit Advisory Group. These will now be developed into more detailed actions:

- Improving the flow of information and advice to business – including developing an online resource that draws together practical information for local companies
- Establish Greater Cambridge internationally as a great place to work and do business – including working with partners to promote the area as one that welcomes diversity and new migrants to spread a positive message
- Ensuring that the importance of Greater Cambridge to the national economy is recognised and that its funding needs are addressed – including by working with the Combined Authority and Government to understand and influence plans for new funding arrangements post-Brexit
- Supporting agricultural businesses – including ensuring the Council understands the challenges facing the farming community and can offer support
- Continue to manage Brexit impact upon Council – including contingency planning where appropriate to mitigate risks

Detailed actions will now be drawn up, covering the above topics, and implemented as required.

Mobile Wardens Scheme

Although not in these villages 14 South Cambridgeshire community groups have been awarded £23,410 by the District Council's long-running Mobile Wardens grant scheme. The funding will help the groups to tackle isolation by supporting elderly residents to stay in their own homes and communities. Through community care schemes, Mobile Wardens regularly visit elderly residents in their homes, helping with light practical tasks and establishing supportive relationships.

The applicants for 2019-2020 grant funding included 11 schemes that were supported during the previous year, plus three additional schemes. In order to fund all 11 returning schemes to the same level, as well as the three additional schemes in Waterbeach, Stapleford and Great Shelford, the total funding for 2019-2020 has increased by £3,300.

Local Developments - Latest Status:

Uttlesford/Genome/AgriTech

Submissions have been made by Parishes regarding the sustainability of Uttlesford whose sustainability assessment is weak to say the least.

Wellcome Genome Campus:

I have briefed Lib Dem Members of the planning committee re the change in status of this development. Naturally they cannot pre-determine an application, but they now know much better the change in the nature of this. At the moment the application will be considered at an Extraordinary meeting April 17th at 10am.

Agri Tech: I continue to work with Officers on SCDC on agricultural background for this development for the June appeal.

Local Headline Issues

Babraham: A meeting is planned March 18th with developers for H1b/c.

Duxford: A draft deed of variation has been issued by officers for the S106 monies for the Community Centre which will go to the PC on March 14th.

Hinxton: See above on Agri Tech/Genome Campus.

Ickleton: Ickleton Lion will submit a new application without the exiting fence.

Pampisford: Following up on Local Highways Initiatives.

Appendix 2: FRG&B Report from Cllr Gillian Heath

The Biggen:

- Quotes to level the path leading from Hinxton Road into the Biggen area will be sought as soon as the works on the entrance (using some of the art fund money) have been decided. This work has not been budgeted for, so we will be applying for grants or charitable funding to cover it.
- A working party spent the morning of the 4th March cutting back many of the self-seeded elders from the interior of the site in accordance with English Heritage requirements. Sincere thanks to those that participated.
- The large ash will have dead wood removed by Mercer on Monday 11 March.

Bus Stops

- Seating has now been installed in the St Peter's Street bus stop.
- Other bus stops now have notice boards and have been refurbished.

Telephone Box

- The phone box continues to be maintained in good order by the Scouts who have reported that light bulbs need replacing – this will be done as soon as parts can be sourced by the general maintenance man.

Appendix 3: Brewery Field Report from Cllr Gillian Heath

- We now have approval from Highways for the works on the entrances. We just need to pay the £350 fee, to book a slot and then our appointed contractor can begin work. The entrances will be constructed as soon as Highways give approval.
- Highways require a deposit of £4250 for the full amount of works on the highway – this will be refunded after 12 months provided no remedial works are needed.
- DPC agreement is sought to use £4600 of the S106 open space money already allocated to Brewery Field to cover the fee and the refundable deposit.
- The Brewery Field working party met 7th March with the designer, Sarah Ashworth and Hortiservices, the landscaping contractor to finalise the project management plan and agree a timetable for the works. It is likely that work on the structure of the site will begin end of July, to ensure that planting can take place in the autumn as soon as the structure has been completed. Keep an eye on the Facebook page for progress reports and opportunities to volunteer.

We have requests for a number of memorial trees to be planted on site. Position and type of trees will be decided together with the families.

DPC agreement is sought regarding the type of memorial plaques. Working group recommendation is to permit engraved stone plaques, with a maximum dimension of 12 x 12 inches, to be sunk into the ground next to the tree, allowing mowing to take place.