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Chairman: Mr Roy O'Grady

MINUTES OF DUXFORD PARISH COUNCIL MEETING
HELD VIA VIDEO-CONFERENCING (ZOOM) ON THURSDAY 10 DECEMBER 2020 AT 8PM

	<p>Present: Parish Councillors: Cllr Dee, Cllr Dickson, Cllr Harris, Cllr Heath, Cllr Hyde, Cllr Priestley, Cllr Wood and Cllr Young. Chairman O'Grady and Clerk Joanne Depradines-Smith. Four members of the public. All online.</p> <p>Open Forum: A member of the public kindly thanked DPC for their efforts in 2020.</p> <p>The Meeting commenced at 8.05pm: The Chairman welcomed all attendees to the meeting and warmly welcomed new Mike Priestley as a new Councillor.</p>	ACTION BY
217	Apologies: Cllr Skeates-Hall	
218	Declaration of Interests: None.	
219	Previous Minutes: The agenda and amended minutes of the Parish Council meeting held on 12 November 2020, as circulated to all members, was agreed and signed by the Chairman.	
220	Matters Arising: None	
221	<p>Chairman's Announcements: The Chairman shared the following:</p> <ul style="list-style-type: none"> a. Cemetery rules: It was confirmed that the 2018 agreed rules require no amendment. b. Youth Club grant request: To be considered at the next meeting. c. Green Street / Chapel Street junction lime tree: Following a concern received regarding tree root intrusion, it was decided no action required at this stage. d. Blakeland Hill / Ickleton Road potholes: Half remedied potholes have been reported to Highways for urgent action. County Councillor aware. e. Recreation Ground grassed area damage: The Tennis Club will ensure their floodlight contractors will remedy damage to newly grassed areas. f. Safeguarding Policy: Cllrs Wood and Hyde to re-evaluate existing DPC policies. g. Long Lane: Highways have erected a barrier where the wall is damaged. This is now a matter between Highways and the wall owner. 	<p>Cllr Wood</p> <p>Cllr Wood Cllr Hyde</p>
222	<p>Covid-19 Report:</p> <p>The Chairman confirmed that the Duxford Covid Committee have agreed to donate £2000.00 to the John Huntingdon's Charity, based in Sawston, by way of contribution towards support / services for Duxford parishioners. Sincere thanks to the John Huntingdon's charity was</p>	

	expressed. Duxford Covid will still operate a buddy scheme. Revised leaflets are to be distributed.	ACTION BY
223	Planning: a. Planning applications received from SCDC: See appendices b. Planning decisions confirmed by SCDC: See appendices c. Planning correspondence including a disability parking space request: No objections to the disabled parking space in Parsonage Close.	
224	Finance: a. Accounts for payment: See appendices. b. Precept 2021/22: Further assessment of annual tree costs and earmarked funds for tree issues to be considered.	
225	District and County Council Matters: See appendices.	
226	Road Safety: a. Street lighting: The Clerk confirmed that this is a work in progress. Blakeland Hill street lights lack of coverage reported to SCDC. b. St. John's Street flint wall recurring damage: Cllr Hyde awaiting a response from Highways regarding safety options.	Cllr Hyde
227	Allotments Report: The Chairman confirmed that all tenants have paid annual fees, except one which is within the tenancy termination process. All plots tenanted and long waiting list.	
228	Operations (FRG&B) Report: See appendices. a. Recreation Ground pedestrian disabled access (Liberty Lane): Cllr Heath confirmed that the nearby tree has been removed and a lesser gradient ramp is being installed. b. Pavilion lease and storage: This item was carried over. c. Brewery Field gates disabled access improvements: Cllr Heath confirmed that a replacement gate or barrier will be required to ensure improved disability access. A proposal will be brought to the next meeting as all round accessibility essential. d. Brewery Field water / ecological improvements costs: Cllr Heath confirmed that whilst a grant from the Zero Carbon Fund has proven unsuccessful. An application to bring water to the site has been forwarded to AstraZeneca. e. The Biggen signage improvements: Cllr Heath confirmed that signs will be reinstalled ASAP. f. Millennium Garden return to SCDC: Cllr Heath confirmed awaiting a response from SCDC. g. War Memorial bollards repairs: The Chairman confirmed that a replacement internal wooden block was being sourced.	Cllr Dee Cllr Heath Cllr Heath Cllr Heath Cllr Heath Cllr Heath
229	Community Centre Report: a. Access road surface options: Cllr Dee confirmed that the Community Centre builder, Marcus Jaggard, had replaced the gravel at no expense to DPC. A maintenance cost would be added to the precept. The free lawnmower donated to DPC by Thriplow PC may be useful to spread the gravel. No objections were raised in principle to the purchase of a mower accessory for this purpose – to be formally agreed at the next meeting. b. Fish and Chip van parking request: After much discussion, it was decided to refuse the offer in the short term, awaiting more input from parishioners. Cllr Young agreed to achieve this.	Chairman Cllr Young
230	Teenage monies (\$106): Discuss and agree provision for teenage facilities: This item was carried over pending further quotes. Cllr Heath confirmed that an application had been made to AMEY for £60,000.00 funding towards outdoor exercise equipment for both the Recreation	Cllr Dee Cllr Wood Cllr Heath

Ground and Brewery Field sites.

231

CAPASP Membership (Scam prevention): Cllr Dickson confirmed no response from SCDC yet.

232

Diary and next meetings:

- 14th January 2021 – Finance Committee meeting at 7.30pm
- 14th January 2021 - Monthly Parish Council Meeting at 8pm

233

Meeting closure: 9.36pm to Clerk and public to discuss Clerk 2021 salary.
9.50pm Meeting closed.

Signed:

Dated:

4 Appendices to follow:

Appendix 1: Planning:

As presented by Cllr Harris using SCDC online links:

a. Planning applications received from SCDC:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
20/04489/FU	Building 104 Imperial War Museum Royston Road	Demolition of an existing blockwork, timber stud and plasterboard wall to facilitate the accommodation of 4 new freestanding cold storage units, associated lobbies and plant room, roof maintenance access equipment, free standing access ramps externally & internally, and mechanical & electrical installations associated with the cold storage units. The removal of 2 no. free standing cold storage trailers located in close proximity to Building 104.	A
20/04490/LBC	Building 104 Imperial War Museum Royston Road	Demolition of an existing blockwork, timber stud and plasterboard wall to facilitate the accommodation of 4 new freestanding cold storage units, associated lobbies and plant room, roof maintenance access equipment, free standing access ramps externally & internally, and mechanical & electrical installations associated with the cold storage units. The removal of 2 no. free standing cold storage trailers located in close proximity to Building 104.	A
20/04491/FUL	Building 286 And 287 Imperial War Museum Royston Road	Building 286 - Strip out of existing end of life plant equipment and services and the proposed installation of new plant equipment, services and additional sealing and repair works to improve thermal performance. Building 287 - Strip out of existing end of life plant equipment and services and the proposed installation of new plant equipment, services and additional sealing and repair works to improve thermal performance.	A
20/04492/LBC	Building 286 And 287 Imperial War Museum Royston Road	Building 286 - Strip out of existing end of life plant equipment and services and the proposed installation of new plant equipment, services and additional sealing and repair works to improve thermal performance. Building 287 - Strip out of existing end of life plant equipment and services and the proposed installation of new plant equipment, services and additional sealing and repair works to improve thermal performance.	A

b. Planning decisions received from SCDC:

APPLICATION REF	LOCATION	PROPOSAL	DECISION A/R
20/03677/HFUL	38 Moorfield Road	Proposed two storey side extension, first floor side and rear	A

ACTION BY

Cllr Dickson

	Duxford	extensions, porch and replacement garage	
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Appendix 2: Accounts for payment: As authorised by the Chairman and Cllr Heath:

NAME	INFORMATION	METHOD OF PAYMENT	AMOUNT £
Hortiservices	Retrospective payment: Recreation Ground grass reseeding: Inv: HS894	Bank Transfer	252.00
Hortiservices	Retrospective payment: Brewery Field benches fitting and installation: Inv: 0707	Bank Transfer	1470.00
Roy O'Grady	Retrospective payment: Cllr expenses: Post Office banner (Instantprint)	Bank Transfer	60.99
Buchans	Maintenance contract: Invoice 2431	Bank Transfer	259.20
Buchans	Maintenance contract: Invoice 2432	Bank Transfer	234.90
Envirocare	Maintenance contract: Invoice: 135678	Bank Transfer	60.00
Envirocare	Maintenance contract: Invoice: 135682	Bank Transfer	66.00
Envirocare	Maintenance contract: Invoice: 135898	Bank Transfer	342.00
Hortiservices	Playground see-saw installation: HS893	Bank Transfer	510.00
Jaggard Projects Ltd	Community Centre build: Final valuation certificate works. Inv: 20039	Bank Transfer	22088.31
Alan Lamb Assoc.	Community Centre build: Stage 7. Inv: 116/113/25	Bank Transfer	1200.00
PKF Littlejohn LLP	DPC External audit	Bank Transfer	2400.00
Royston and District Community Transport	Annual donation	Bank Transfer	50.00
Duxford Parochial Church Council	Village Christmas tree electricity costs	Bank Transfer	50.00
J Depradines-Smith	Clerk duties & expenses (postage)	Bank Transfer	1116.29

Automatic payments from previous agenda publishing date:

09/11/2020	Nest	Clerk pension	Direct Debit	44.45
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Appendix 3: Operations Report:

Millennium Garden

SCDC have been contacted re the options for the rear part of this piece of land. Awaiting response.

Duxplay

Seesaw has been installed. Maintenance fund will ensure that we keep the playground in top condition.

The Biggen

☐ Some additional tree works are needed to make the area safe for the Forest School (toddlers). We will instruct Mercer to carry out the works.

Brewery Field

☐ Our first volunteer Friday afternoon had to be cancelled due to snow! We will try next week (11 Dec) if weather permits.

☐ Rob Smit (Hortiservices) has now completed the snagging jobs (nectar garden gate and bike rack repair).

☐ We will soon add a 'no dogs' sign to the nectar garden gate, to ensure this is a safe place for toddlers to play.

☐ An additional (memorial) bench will be installed in the nectar garden.

☐ We are consulting experts as to how to improve access for people using mobility vehicles and will hopefully report to the December meeting.

☐ The SCDC zero carbon grant (we applied for to bring mains water on site) decision will be made the second week of December, possibly not in time for our meeting.

War Memorial

☐ The Christmas tree lights were put up on Thursday and look great. Sincere thanks to Jim Welch for providing the cherry picker and manpower to put the lights on the St Peter's churchyard tree. Thanks also to all those that helped, in spite of freezing weather and the restrictions preventing the usual

	<p>snacks and hot drinks being shared.</p> <p><input type="checkbox"/> The bollards have been damaged and are in need of repair.</p> <p>Recreation Ground</p> <p><input type="checkbox"/> The gravel driveway has been resurfaced, at no cost to DPC. The new type of gravel will hopefully better distribute over the webbing and require less maintenance (although some maintenance will still be required). We will monitor.</p> <p><input type="checkbox"/> The concrete ramp from Liberty Lane (next to the bowls club entrance) will be reduced in gradient. This will improve access for people with reduced mobility.</p> <p><u>Appendix 4: District & County Council Report:</u></p> <p><u>South Cambs District Council</u></p> <p>Again this month I've now included other major items as well as C19.</p> <p>Customer-facing businesses urged to join new South Cambridgeshire 'shop local' directory</p> <p>The Council is urging all customer-facing businesses in South Cambridgeshire to submit details about safety measures they are taking to adapt during the pandemic – such as click and collect facilities, local deliveries, or new outdoor seating areas – to contribute to a directory that makes it easier for residents to support local businesses this Christmas.</p> <p>A new Reopening the High Streets Safely team was established at the Council in the spring, thanks to European Regional Development Fund funding which was ring-fenced by the Government to support High Street businesses to safely reopen after the first lockdown.</p> <p>Customer-facing businesses will this week be receiving festive posters and table talkers from the High Street team, which can be displayed to remind customers of the essential safety measures to prevent the spread of the disease – from 'Hands, Face, Space' to checking in using the NHS Test & Trace App. Any business which has not received these is invited to contact the team to request these, or for any other support around safely reopening: Reopening@scambs.gov.uk</p> <p>Covid 19 Support for Business in Lockdown 2.</p> <p>As of Friday Dec 4th the business grants made were</p> <ul style="list-style-type: none"> • 479 paid to date in total (£) £733,000 • 377 RSG (main scheme) £550,000 • 85 Additional Restrictions (Discretionary) £135,000 • 16 Hardship £48,000 • 135 rejected (not eligible, incorrect or insufficient supporting docs uploaded, not being able to demonstrate loss of income due to covid – discretionary) • Continued push on comms / social media and member engagement- I have posted on every village FB page. • Awaiting further detail and guidance from Government on how we issue Tier 2 grants and Wet Pub grants – should have some clarity next week <p>Relaxation of Opening Hours</p> <p>South Cambridgeshire Councillors have responded to the Government's temporary relaxation of retail opening hours to offer support to local businesses hoping to extend their opening hours during December and January. Communities Secretary Robert Jenrick suggested that some planning conditions – such as those which limit opening hours – could be eased to allow shops to open for longer on Mondays to Saturdays through to January.</p> <p>Any South Cambridgeshire businesses considering extending their opening hours are urged to carefully consider the impact this may have on any neighbouring residents, and to seek guidance from the Council's dedicated Reopening the High Street Safely team, if needed, about how to do this in a considerate way: Reopening@scambs.gov.uk</p> <p>The High Street team was established at the Council in the spring, thanks to European Regional Development Fund funding which was ring-fenced by the Government to support High Street businesses to</p>	
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<p>safely reopen after the first lockdown.</p> <p>The team has been supporting customer-facing businesses to reopen safely and reassuring residents about the Covid-secure measures put in place – and extending opening hours is another way that businesses could help to make Christmas shopping safer for customers.</p> <p>Residents are also being asked to consider staggering their usual shopping times, where possible due to extended hours, to help spread the numbers of people in stores at any one time.</p> <p>New Mobile/Community Warden Schemes</p> <p>Seven new Mobile/Community Warden schemes covering 20 villages in South Cambridgeshire have launched this month, with wardens visiting older people in their homes. Meanwhile, an increase in funding for the schemes for 2021-2024 has been announced by the Council.</p> <p>In 2019/2020, over 300 South Cambridgeshire residents were helped with household tasks around the home by Mobile/Community Wardens, so that those who prefer to remain living independently can do so safely and happily. A regular visit from a warden might include lunch being made or delivered (think a Fish 'n' Chips treat for those who can't get to the chip shop themselves), forms being filled in, or shopping and prescriptions being delivered.</p> <p>Seven new schemes</p> <p>A number of new schemes are launching this month, partly thanks to South Cambridgeshire District Council's grant funding of £200,000 which was ring fenced to enable new schemes to be established. The Council committed to establishing three new schemes so that more residents from across the district would be able to access a warden scheme in their area, but seven have in fact been set up.</p> <p>The seven new schemes cover 20 additional villages, building on the work of an existing 15 schemes already part funded by the Council, which cover a further 30 villages. The new schemes mean that almost half of the district can now access a Mobile or Community Warden.</p> <p>Apply for funding for 2021-2024</p> <p>Another change this year sees funding available for a three year period (2021-2024) instead of just one year, as well as an increase in the amount of funding available per year, up to £52,255 from £27,000 last year.</p> <p>Mobile/Community Warden schemes are invited to bid for this funding now. The Council expects to be able to provide the same funding to the groups that regularly apply successfully, but encourages applicants to demonstrate how they would use any additional funding to enhance their offering, to be eligible for an increase in the funding they are awarded.</p> <p>New or existing Mobile/Community Warden groups can apply to the scheme. The deadline to apply is 5pm, 29 January 2021.</p> <p><u>Cambridgeshire County Report</u></p> <p>C19 Case Numbers Cambridgeshire Dec 3rd</p> <p>As I mentioned last month Country & District Launched the local Test & Trace programme and hopefully you all ad the new documentation to go with that.</p> <p>Since the 19 November, when the countywide service launched, 280 cases have been passed to the local service, with an 83 per cent of cases completed.</p> <p>Winter Support Package</p> <p>Council's pledge wide ranging winter support for more people than ever - Cambridgeshire County and Peterborough City Councils, working alongside other agencies and organisations, are planning to support many families and individuals whose lives have been made more difficult by the COVID pandemic this year. They will provide Winter Support Packages to families to make sure that, not only no child goes hungry this year whether they are eligible for free school meals or in a range of other categories, but also that families and individuals who might struggle with other essential bills, such as utilities, can be supported.</p> <p>The food support will come via a voucher sent to families automatically, using a system many schools are already using. Each eligible child will receive a £15 voucher for each week of the school holidays (two weeks at Christmas and one week in February).</p>	
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	<p>Those eligible for the voucher will be those:</p> <ul style="list-style-type: none"> • Eligible for Early Years Pupil Premium • Funded two year olds • Eligible for Free School Meals (including those not currently on a school roll) • Eligible for 16+ bursary <p>In addition to the Food Vouchers, the scheme is also available to support these same families and individuals with other immediate needs, including (but not limited to) other essential supplies and food, household energy and water bills, essential white goods such as fridges or cookers and boiler servicing and repairs.</p> <p>Those eligible for this additional support will include:</p> <ul style="list-style-type: none"> • Households who receive income-related benefits • Households facing financial hardship – who councils are aware of • Families identified as ‘just about managing’ by schools • Anyone with an Education, Health and Care Plan • Care Leavers • Young Carers • People with ‘No Recourse to Public Funds’ status – such as asylum seekers <p>Mobile Library Service Times and locations</p> <p>The mobile libraries service has re started stopping at 364 locations in 85 villages and communities throughout the county. It’s a great place for catching up with friends and colleagues whilst supporting a local community resource. We visit most locations once a month, for example the first Tuesday of the month. We will be visiting on the same times and days of the week as before. Find a mobile library stop. Christmas schedule</p> <p>Mobile Libraries will be off the road between Friday 25 December and Tuesday 5 January 2021.</p> <ul style="list-style-type: none"> • Routes on 25 December have been cancelled. The next visit will be on 22 January 2021. • All routes on 1 January 2021 have been rearranged to Monday 4 January. <p>How to use the service</p> <p>Access to the vehicle will be limited to help keep staff safe. We will be providing books selected in advance.</p> <p>Reservation service</p> <ul style="list-style-type: none"> • You can pre-order books from the library catalogue using the reservation service. This service is currently free of charge. <p>Select and Collect service</p> <ul style="list-style-type: none"> • This allows you to request a collection of books based on your tastes. You can use the Select and Collect service online, or by calling 0345 045 5225. Simply choose the mobile library as a pick up point and order as far in advance as possible. This helps ensure that a selection is ready and issued for you to pick up from your stop. (Ideally place your request a week in advance - we will do our best with forms received after this.). <p>If you have any queries please email us at mobilelibraries@cambridgeshire.gov.uk . Please support your local library service delivered directly to your community.</p> <ul style="list-style-type: none"> • Each Mobile Library vehicle carries up to 3,000 items of stock including fiction, non fiction, large print, books on CD & cassette and books for children of all ages. • You can request books/cassettes/CDs/DVDs. We have access to all the books in Cambridgeshire Libraries. You can also request books online to collect from the mobile Library on our next visit. • Any books borrowed from the Mobile Library can be returned to any other Cambridgeshire Library and you can return books from other libraries to us, so no need to worry about missing your due date. • You can renew and order books online, please ask onboard for your ‘PIN’ to get you started. • Download the Spydus mobile app to keep track of your library account using your smart phone. • Books are issued for 5 weeks and you can renew for up to three months. 	
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This Land

Here is a statement made by Cllr Mark Goldsack in relation to the County Council Company This Land.

“This Land – an update from Cambridgeshire County Council

This Land began trading during the summer of 2017 and is progressing operations in line with its business plan. It takes several years for a start-up development company to purchase land, take it through planning, build houses and sell them before returning a profit. House sales are now underway, in line with the business plan. This Land has never defaulted on any loans to Cambridgeshire County Council.

Amounts paid to Cambridgeshire County Council in interest are much more than £205k. Interest payments will continue to be made by This Land to CCC throughout the life of the loans as scheduled in the loan agreements.

An additional loan facility from Cambridgeshire County Council has been agreed; however, that does not mean that the entire facility will be utilised. Total lending today is below the £120m initial facility authorised in December 2017, and it was long-planned this would gradually rise to keep pace with construction spend across multiple sites in line with the business plan.

Independent legal advice was undertaken by Cambridgeshire County Council when structuring the funding arrangements for the Company. Income derived from this investment is already helping Cambridgeshire County Council to support the delivery of frontline services to the most vulnerable people in the county. The This Land Group accounts are calculated under IFRS accounting standards and have been fully audited by a reputable, top 10, firm of UK auditors. All interest payments, capital repayments and loan receipts have been made in line with This Land Group business plan.

November 25 2020”.

End