

**Minutes of Dry Drayton Parish Council (DDPC) Meeting**  
**Tuesday 9<sup>th</sup> January 2024 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton CB23 8BS**

**Present:** Cllr S Aldersley (Chairman), Cllr J Granger (Councillor), Cllr T Houlihane (Vice-Chairman), Cllr Pyle (Councillor), Cllr Smith (Councillor)

**Clerk:** Sarah Etherington-Meech, CiLCA

**Attending:** Cllr C Garvie (District Councillor), Cllr E Murphy (County Councillor), Cllr R Stobart (District Councillor), no members of the public

1. **To Accept Apologies for Absence**  
All councillors were in attendance, no apologies for absence required.
2. **To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**  
There were no declarations of interest.
3. **To Agree to hold a Public Forum**  
No public were in attendance.
4. **To Approve the Minutes of Meeting held on Tuesday 5<sup>th</sup> December 2023**  
RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) that the Chairman signed the minutes as a true and accurate copy of the meeting.
5. **Matters Arising from the Minutes, Report of any actions, Resolutions from last meeting & ongoing matters**
  - 5.1 **Update on two remaining councillor vacancies/poster review (SCA)**  
Ongoing matter.
  - 5.2 **Update of Luton Airport Stacking consultation (now closed) (RS/CG)**  
No update. Item to remain on agenda.
  - 5.3 **To investigate repainting of faded lines at Dry Drayton Primary School**  
Cllr Garvie advised that this matter is in the pipeline, and she will continue to chase this.
  - 5.4 **Create Training Statement of Intent and Dignity at Work Policies (SEM)**  
Clerk to circulate policies to councillors.
  - 5.5 **To arrange a meeting with the National Allotment Society and to discuss management of the allotments and increase in rental (SEM/SCA)**  
Cllr Aldersley and the clerk are arranging a meeting in the next few weeks.
  - 5.6 **To provide plan to PX Farms for Long Lane and ditches to be cleared (TSH/SEM)**  
The clerk confirmed that Cllr Houlihane has now provided a map, and this has been sent to PX Farms. The clerk has received confirmation from PX Farms that this will be investigated now that they have a plan to work from.
  - 5.7 **To obtain update from Highways in relation to the NMU (SCA)**  
Cllr Aldersley advised that he has received an email from Pam Evans who is the PA to David Allett and Michael Williams from the Highways & Transport department, and a Teams meeting is to be arranged to discuss this matter.
  - 5.8 **Update on response from Highways for funds for broken fence at 'The Drift' (SEM)**  
The clerk confirmed that there is currently no update.
  - 5.9 **Update from David Crowther at Highways in relation to flooding issues and contact with landowners**  
Cllr Aldersley confirmed that he has a meeting arranged in the village next week with David Crowther. Cllr Aldersley has reported flooding and also has a list of areas in the village affected by flooding to take to the meeting. Cllr Murphy confirmed that she had also forwarded a resident email in relation to flooding to David Crowther. **Action – Clerk to chase up PX Farms in relation to the collapsed drain and ditch on Madingley Road.**
6. **To Accept a Report from County and District Councillors**  
See website for County/District Councillor reports.

Cllr Murphy explained that in addition to her report the main issue at present is the recent flooding activity. Cllr Aldersley raised frustration that reports for highways matters are reported, but little



happens. Cllr Murphy emphasised the need for matters to be reported as this also provides useful statistics.

In addition to their report Cllr Stobart highlighted an imminent diversion that will be in place along Girton Road to Oakington. Cllr Stobart asked DDPC if there had been anymore discussions or progress on pursuing a Neighbourhood Plan, Cllr Granger advised that this has not been discussed further. There was then a discussion between Cllr Stobart and councillors in relation to the updated Local Plan.

**Action** – Cllr Stobart to clarify where revenue raised in relation to the new parking enforcement in South Cambs will be spent and if there is a strategy for on-street parking.

**Action** – Cllr Stobart to provide links in relation to Rural Exemption Sites.

**Action** – Clerk to send District Councillor report to Les Waters to circulate first two items of report via village email.

## 7. To Discuss Planning Matters

### a. Applications received for consideration

- i. **22/03729/CONDA - Dry Drayton Methodist Church Park Street Dry Drayton Cambridgeshire CB23 8DA - Submission of details required by conditions 3(Hard and Soft Landscaping), 4(Pedestrian Splays) and 8(Traffic Management Plan) of planning permission 22/03729/FUL – For information only**

**Action** – The councillors agreed for the clerk to send comments in relation to this application as follows. *The sketch with the blue hatched area is the layby which will be taken up by works. The councillors questioned how this would affect access to Warrington Farm (neighbouring property), as well as school traffic. As parents drop off and collect children at Dry Drayton Primary School it will create an issue getting children to and from school. Also, it was also questioned how safe the pathway would be for pedestrians.*

**Action** – Clerk to forward condition request to Dry Drayton Primary School for their information.

- ii. **23/04877/CL2PD - 18 Oakington Road Dry Drayton Cambridgeshire CB23 8DD - Certificate Of Lawfulness Under S192 for single storey side extension – For information only**

### b. Decisions received from South Cambs District Council

- i. **23/03797/HFUL - 67 Pettitts Lane Dry Drayton Cambridgeshire CB23 8BT - Single storey rear extension, internal alterations and all associated works – Granted Permission**
- ii. **23/03767/HFUL - 6 Cottons Field Dry Drayton Cambridgeshire CB23 8DG - Demolition of existing single storey garage. Construction of two storey extension to side. New side entrance gate and access to the rear garden – Permission Granted**
- iii. **23/04242/HFUL - Scotland Farm, Cherrytree Cottage Scotland Road Dry Drayton Cambridgeshire CB23 8AX - Two storey side extension to provide garage and additional bedroom accommodation – Permission Granted**
- iv. **23/03798/LBC - 67 Pettitts Lane Dry Drayton Cambridgeshire CB23 8BT - Single storey rear extension, internal alterations and all associated works – Permission Granted**

## 8. Matters for discussion/correspondence received

- 8.1 **To discuss email from Kerry Allen in relation to the proposed link for a NMU to Scotland Farm Travel Hub**

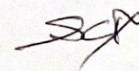
Cllr Aldersley advised that there is no real update or anything to discuss. A full response is expected at the end of January 2024. The councillors agreed for Cllr Aldersley to forward a part of Kerry Allen's email to a resident who had questions in relation to the proposal.

- 8.2 **To provide an update on the 2023/24 LHI Application for a speed buffer zone**

Cllr Aldersley advised that following our last meeting he sent an email with details discussed, he had not as yet received a response. Ongoing matter.



- 8.3 **Update from Cllr Smith on reporting of streetlight not working in Cottons Field**  
Cllr Smith confirmed that he reported the streetlighting fault to Cambridgeshire County Council and South Cambs District Council and has not received an update. **Action – Cllr Smith to send an email to Cllr Stobart for him to investigate this matter.**
- 8.4 **Update from Cllr Aldersley in relation to report to The Public Rights of Way Officer for Footpath 11 and issues with hedge and visibility**  
Cllr Aldersley advised that he received confirmation that the work has been completed in the last 24-48 hours. He also reported via the reporting tool, issues from the end of Pettitts Lane to Oakington Road, with high hedges at Oakington Road meaning you almost have to step into the road to avoid them. The matter was acknowledged in 24 hours and has now been closed but no action has been taken. Cllr Aldersley has questioned this decision as it is dangerous.
- 8.5 **For information - Papers for GCP's Executive Board meeting published**
- 8.6 **For information - Civil Parking Enforcement in South Cambridgeshire is now live**  
It was highlighted that only warnings will be given until the end of January 2024.
- 8.7 **To discuss and agree LHI Application for 2024/25 for yellow lining in cul de sac near school – deadline for submission 12<sup>th</sup> January 2024**  
RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) that Cllr Aldersley submits a LHI application for 2024/25 for parking restrictions, to improve safety outside the school in the busy residential cul-de-sac.
- 8.8 **To discuss grant funding opportunities sent over from the communities' team at SCDC including A428 Legacy Fund – deadline 1<sup>st</sup> February/1<sup>st</sup> August 2024**  
**Action – Cllr Stobart to investigate grant funding opportunities further with SCDC.**
- 8.9 **To discuss GCP - progressing towards submission of the Transport and Works Act Order in relation to the Cambourne to Cambridge guided busway – deadline for comments 12<sup>th</sup> January 2024**  
The councillors agreed that they did not wish to make any comments in relation to this matter.
- 8.10 **For info – SCDC - Northwest & West Community Forum 14 February 2024**
- 8.11 **To discuss the email from a resident in relation to flooding on Scotland Road and also flooding & drainage issues in the village**  
Cllr Aldersley thanked Cllr Murphy for her involvement in this matter. Cllr Aldersley saw work being carried out on Scotland Road that morning but is unsure if the issue was resolved. It was agreed that this item would be discussed with David Crowther when he visits the village next week.
- 8.12 **To discuss the ETRO/Active Travel Scheme on Cambridge Road/Madingley Road**  
It was agreed that there is nothing further to discuss for this matter, item to be removed.
- 8.13 **To discuss costings for the plaque for the coronation tree**  
RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that a limit of £60.00 be applied to the purchase of the plaque. **Action – Cllr Pyle to investigate and order a plaque.**
9. **Consultations – no consultations received**
10. **Finance and Policy**
- a. **To accept account review to date and bank reconciliation**  
The bank reconciliation (See Appendix 1) and account review to date were circulated to all councillors before the meeting. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) to accept the bank reconciliation and accounts.
- b. **To advise of payments received between 1<sup>st</sup> December and 31<sup>st</sup> December 2023**
- i. HMRC – VAT Refund for 2022/23 - £781.52
- c. **Payments made between 1<sup>st</sup> December 2023 and 31<sup>st</sup> December 2023**
- i. S Etherington-Meech – Clerks Salary Adjustments/Expenses (Period 1-8) - £142.66
- ii. HMRC – Clerks Tax and National Insurance for Period 8 - £57.53
- iii. Dry Drayton Village Hall – Remaining Section 106 monies for 'Indoor Meeting Spaces' - £40.31





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- iv. S Etherington-Meech – Clerks Salary/Overtime/Pension (Period 8 & 9) – £803.64
- v. Brookfield Groundcare – Grass Cut 10 of 10 - £360.00
- vi. Dry Drayton Village Hall – Hall Hire for 3 hrs on 9<sup>th</sup> January 2024 - £24.00
- vii. Pristine Windows – First Clean of Bus Stops - £160.00

**d. Payments to hand**

RESOLVED <sup>(Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous)</sup> that all payments to hand are paid.

- i. S Etherington-Meech – Reimbursement of Microsoft 365 - £59.99
- ii. S Etherington-Meech – Clerks final backpay payment for 2023/24 – £136.44
- iii. HMRC – Clerks Tax & NI for Period 9 - £57.39

**e. To finalise & approve the 2024/25 budget**

RESOLVED <sup>(Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous)</sup> that the final version of the budget circulated at the meeting be finalised and approved (See Appendix 2). Precept bank forms were also signed by Cllr Aldersley & Cllr Pyle due to bank account change.

**f. To discuss the transfer of monies from Unity Current Account to Unity Instant Access Savings Account**

RESOLVED <sup>(Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous)</sup> that £31,000 is transferred from the Unity Trust current account to the savings account.

**11. To accept notices and matter for the next agenda**

Please note that no decisions can lawfully be made under this Item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.


**12. Date and time of next meeting – Tuesday 6<sup>th</sup> February 2024 at 7pm at Dry Drayton Village Hall**

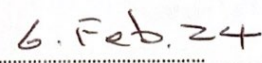
Meeting closed 8.43pm

EXCLUSION OF THE PUBLIC AND PRESS

That in view of the confidential nature of the business about to be transacted, it is advisable in the public interest that the public and press be excluded, and they are instructed to withdraw, Public Bodies (Admission to Meetings) Act 1960.

No items to be discussed that exclude the public and press

Signed..........Chairman

Date..........

Appendix 1

**DRY DRAYTON PARISH COUNCIL**  
**December 2023 Bank Reconciliation**

	<b>£</b>
Lloyds current account on 30 <sup>th</sup> November 2023 (closing balance)	£36,267.50
<u>Less</u> payments presented from 1 <sup>st</sup> December 2023 to 31 <sup>st</sup> December 2023 <i>7 online payments, 1 direct debits, 2 standing orders &amp; bank fee</i>	£1,589.12
	£781.52
<u>Plus</u> , receipts presented from 1 <sup>st</sup> December 2023 to 31 <sup>st</sup> December 2023 <i>1 receipt received</i>	
Closing bank account on 31 <sup>st</sup> December 2023 (transferred to Unity Trust on 14 <sup>th</sup> December 2023)	£35,459.90
<u>Less outstanding payments not yet subtracted</u>	
<ul style="list-style-type: none"> <li>• Clerks Backpay from 01/04/23</li> <li>• Clerks Tax/NI (Period 9)</li> </ul>	£136.44
	£57.39
<b>Balance carried forward at 31<sup>st</sup> December 2023</b>	<b>£ 35,266.07</b>

Notes: As of December 2023, outstanding Section 106 monies to be spent:

- Traffic Calming - £45,125.00 (held by Highways)

*Sarah Etherington-Meech*

RFO

4<sup>th</sup> January 2024



**Appendix 2**

**2023/24 and 2024/25 budget summaries**

	2023/24	2024/25
	£	£
<b>Expenditure</b>		
Staff costs	10,049	11,213
Admin & training	3,135	3,455
Community services	1,250	1,000
Utilities	550	500
Parish asset maintenance	7,950	5,340
s106 Indoor and outdoor spaces	3,042	0
Highway improvements	7,300	5,000
Parish asset addition	1,570	2,070
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	34,846	28,578
Transfer to General Reserve	311	807
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	35,157	29,385
<b>Funded from</b>		
Income	31,315	25,615
Transfer from Earmarked Reserve	3,842	3,770
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	35,157	29,385

