

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 5th March 2024 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton CB23 8BS

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

Clerk: S Etherington-Meech CiLCA (Parish Clerk/RFO)

Attending: Cllr C Garvie (District Councillor), Cllr E Murphy (County Councillor), Cllr R Stobart (District Councillor), 1 member of the public

1. To Accept Apologies for Absence

Apology was accepted from Cllr Aldersley who was absent due to another commitment. Cllr Houlihane (Vice Chairman) chaired the meeting in the Chairman's absence.

2. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda

No declarations of interest were declared.

3. To Agree to hold a Public Forum

No members of public wished to raise any matters.

4. To Approve the Minutes of Meeting held on Tuesday 6th February 2024

RESOLVED ^(Prop Cllr Pyle, 2nd Cllr Houlihane, unanimous) that the Vice-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. **Action** – Clerk to contact resident who requested information on becoming a councillor.

5.2 Update of Luton Airport Stacking consultation (now closed) (RS/CG)

Cllr Stobart advised that he has requested an update.

5.3 To investigate repainting of faded lines at Dry Drayton Primary School (CG)

It was advised that it is believed an inspection has taken place, although no feedback has yet been received. Cllr Stobart asked Cllr Murphy to investigate who the contact would be in relation to this matter.

5.4 Review of Training Statement of Intent and Dignity at Work Policies (SEM)

Cllr Aldersley has the policies to review.

5.5 To obtain update from Highways in relation to the NMU (SCA)

Cllr Aldersley provided the following update by email on this matter.

A virtual meeting was held on 1st March 2024 with Anthony Browne MP and representatives of National Highways (NH) and Cambridgeshire County Council (CCC). In essence, there has been no progress on this project since the last update from several months ago. The discussions are still in relation to land transfers and land acquisition. It was highlighted that a CPO cannot proceed unless CCC has or manages land either side of this location. The latest proposal is for NH to transfer the land they own on one side of the required land to CCC.

Once the land for the NMU is in ownership of CCC, there are sufficient funds to carry out a design of the NMU. There are no funds for its construction but there are various funding sources which can be explored at the time. It should be noted that finding sources cannot be explored or granted unless and until the CPO has been completed (reference previous discussions about funding sources).

It was agreed that the discussion between NH and CC should take place shortly, maybe this week, and feedback provided by the end of March.

Cllr Aldersley believes that it is good that organisations and people are talking but it is disappointing that there has been no progress since the last update from several months ago.

5.6 Update on response from Highways for funds for broken fence at 'The Drift' (SEM)

The clerk advised that she received an email from Highways confirming that the Local Highways Officer is to look into this matter as soon as possible.

5.7 Update from David Crowther at Highways in relation to flooding issues and contact with landowners (SCA)

Cllr Aldersley advised by email that a works order has been put into the system as reported previously. However, the flooding on Park Lane last month was very bad and with the assistance of Cllr. Murphy, the water was pumped away (discharged into the ditch behind View Farm) and drains were cleared to enable the water to drain away. There is still work to be done but the immediate issues were resolved. A thank you was noted to Cllr Murphy for her support in this matter.

5.8 Cllr Aldersley & Cllr Houlihane to provide information for clerk to submit to resident with flooding issues on Scotland Road

This action was carried out, item to be removed.

5.9 Update from Kerry Allen in relation to the proposed link for a NMU to Scotland Farm Hub (SCA)

Cllr Aldersley advised by email that there is no update on this matter.

5.10 Update on report to Public Rights of Way Officer for Footpath 11 and issues with hedge and visibility (SCA)

Cllr Aldersley advised by email that there is no update on this matter.

5.11 Update on 2024/25 LHI Application for parking restrictions outside school (SCA)

Cllr Aldersley advised by email that there is no update on this matter.

5.12 To investigate a village handyman for jobs such as noticeboard repairs (SCA)

Cllr Aldersley advised by email that there is no update on this matter.

5.13 To investigate social media channels as a medium for publishing parish council info/updates (SCA)

Cllr Aldersley has created a parish council Facebook page and shared it with the clerk. Councillors are to try accessing the account and to attempt to add comments.

5.14 Clerk to instruct SSE to proceed with quotation for streetlighting energy

This action was carried out, item to be removed.

5.15 To obtain a plaque for the Coronation Tree (SEM)

Ongoing matter.

5.16 To contact Dry Drayton Village Hall bookings clerk for future bookings and agree dates with councillors (SEM)

Dry Drayton Village Hall (DDVH) have confirmed the following dates for availability (all dates are a Tuesday. 4th June 2024, 2nd July 2024, 10th September 2024, 8th October 2024, 5th November 2024, 3rd December 2024, 7th January 2025, 4th February 2025, 4th March 2025, 1st April 2025 and 6th May 2025. **Action** – Clerk to request with DDVH booking clerk that the first Tuesday of the month is booked indefinitely for parish council meetings.

6. To Accept a Report from County and District Councillors

See website for reports.

In addition to their report, Cllr Stobart highlighted that there was a motion passed to treat care experience as a protected characteristic and it will be regarded as something that needs to be assessed. Cllr Stobart also advised that following a resident email, he did enquire with the waste team if there are any other winter collections. However, no other feedback was received and at the moment there are no indications for this.

7. To Discuss Planning Matters

a. Applications received for consideration

- i. 23/03798/CONDA - 67 Pettitts Lane Dry Drayton - Submission of details required by condition 3 (vacuum glass) of Listed Building consent 23/03798/LBC – For information only**

- ii. **24/00706/LBC - 67 Pettitts Lane Dry Drayton - Addition of a door between hallway and kitchen, removal of external door in new kitchen and removal of WC window at first floor to previously approved single storey rear extension, internal alterations and all associated works – comments by 21st March 2024**
RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihane, unanimous) that no comment is to be made in respect of this application.

b. Decisions received from South Cambs District Council

- i. **23/04877/CL2PD - 18 Oakington Road Dry Drayton - Certificate of Lawfulness Under S192 for single storey side extension – Certificate granted**
- ii. **22/04217/CONDA - View Farm House Park Lane - Submission of details required by condition 3 (fireplace) of Listed Building Consent 22/04217/LBC – Discharge condition in full**
- iii. **22/03729/CONDA - Dry Drayton Methodist Church Park Street - 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 – Split decision**

8. Matters for discussion/correspondence received

8.1 To provide update on works carried out by PX Farms to the Madingley Road culvert, ‘The Drift’ and clearing of ditches

Cllr Aldersley advised by email that he has received emails commenting about the work and the issues which this has caused. These have been shared with the Clerk, and Cllr. Houlihane is to meet with PX Farms on Thursday to discuss the accessibility issues for horse walkers/riders on The Drift. These issues notwithstanding, the work was long overdue and will help to alleviate the flooding issues from which the village suffers. As such, Cllr Aldersley believes that a formal thank you to PX Farms is justified.

8.2 To discuss applying for a free portrait of King Charles III – applications by 28th March 2024

RESOLVED (Prop Cllr Houlihane, 2nd Cllr Granger, unanimous) not to apply for this portrait.

8.3 To discuss an email received from bus company in relation to issues manoeuvring at the bus stop at Oak Crescent and response from Highways with a suggestion of parking restrictions though Privately Funding Highways Improvement (PFHI) for a Traffic Regulation Order

The clerk read out all correspondence received in relation to this matter.

Action – *To discuss with bus company exactly what is causing the obstruction and if no vehicle was parked causing an obstruction could they still manoeuvre the buses.*

Action – *To arrange a meeting with Highways to discuss the issues raised.*

Action – *Cllr Murphy to investigate the correct person to speak with to take this issue forward.*

8.4 To discuss dates for the Great British Spring Clean 2024

The councillors agreed that the village litter pick should be carried out on Saturday 27th April 2024 between 10am and 12pm.

8.5 To discuss completing questionnaire from CCC Green Infrastructure Team in relation to whether the parish council wishes to be included in the chemical weed control schedule from May 2024 onwards.

RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihane, unanimous) to be included in the schedule, clerk to complete survey.

8.6 To discuss the email from SCDC in relation to Community Growing Projects

It was agreed that Dry Drayton have allotments and no other public space available.

8.7 For information - email received from resident in relation to power pole relocation and water issues

Action – *Clerk to contact Neal Stevens to advise that the same is happening on the opposite side of the road with another pole.*

8.8 Update from Cllr Smith in relation to abandoned streetlight on the footpath between Pettitt's Lane and High Street

Cllr Smith advised that he was notified by South Cambs District Council that the streetlight was removed in November 2022, and Balfour Beatty have no record in their asset register of the streetlight. Alan Hitch (Strategic Project Manager for Highways & Transport) has also confirmed that the historic and current inventory does not show that CCC ever owned a streetlight on this footpath, so does not believe the noted column is a CCC streetlight. He has arranged for their service provider to visit the site and check the abandoned streetlights electrical supply and to check if they have any details of installing the streetlight.

8.9 To discuss email from Highways in relation to comments, design & cost estimate for 2023/24 LHI application for speed limit buffer zones

The email was circulated to councillors before the meeting. See Appendix 2 for correspondence and comments following discussion by councillors in relation to this matter.

8.10 For information – Letter from Cllr Bridget Smith in relation to the 4-day week report

8.11 To provide an update on the flooding and actions taken for Park Lane

Covered under Item 5.7.

8.12 To discuss responsibility for repair of rotted handrail on the fields off Cottons Field that leads onto Butchers Lane.

It is believed that CCC would be responsible for the step and rail. **Action** – *To be reported on the Highways reporting tool.*

8.13 To discuss resident request for change of speed limit on St Neots Road from 60mph to 40mph

RESOLVED ^(Prop Cllr Granger, 2nd Cllr Pyle, unanimous) to support the resident request to a change of speed limit on St Neots Road.

8.14 To discuss the review and adoption of National Allotment Society model documents for the allotments

Action – *Cllr Granger to produce abridged set of the legal documents required.*

Action – *Clerk to contact other clerks to see how they manage the allotment rents they receive.*

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 Granger, 2nd Cllr Houlihane, unanimous) to accept the bank reconciliation and accounts.

RESOLVED ^(Prop Cllr Houlihane, 2nd Cllr Pyle, unanimous) that a minimum balance of £2,000.00 should be kept in the Unity Trust current account at all times via transfer of funds from Unity Trust savings account.

b. To advise of payments received between 1st February 2024 and 29th February 2024 – no payments received

c. Payments made between 1st February 2024 and 29th February 2024

- i. **S Etherington-Meech – Pay difference for Period 10 - £40.00**
- ii. **HMRC – Clerks Tax/NI for period 10 – £16.54**
- iii. **Dry Drayton Village Hall – Hall Hire for 6th February 2024 for 3 hrs - £24.00**
- iv. **Pennon Water Services – Water rates for the allotments 5th Jul 23 – 23rd January 24 - £102.68**
- v. **Dry Drayton Village Hall – Hall Hire for 5th March 2024 for 3 hrs - £24.00**
- vi. **Pristine Windows – Bus Shelter Cleaning on 19th February 2024 - £135.00**
- vii. **S Etherington-Meech – Salary/Overtime/Expenses/Pension (Period 10 & 11) - £803.64**
- viii. **SSE – Streetlighting Energy from 1st January 2024 – 31st January 2024 - £44.80**

d. Payments to hand

RESOLVED (Prop Cllr Pyle, 2nd Cllr Houlihan, unanimous) that all payments to hand are paid. Councillors to authorise online payments.

- i. S Etherington-Meech – Pay difference for Period 11 & Mileage - £57.80
- ii. HMRC – Clerks Tax/NI for Period 11 - £16.74

e. To discuss email from VisionICT in relation to increase in pricing for email services from £18 plus VAT per email account to £20 plus VAT with effect from 1st April 2024

This change was **noted** by all councillors and no action is required.

11. To accept notices and matter for the next agenda

12. Date and time of next meeting – Tuesday 9th April 2024 at 7pm at Dry Drayton Village Hall

Meeting closed at 9.12pm

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.

13. To discuss clerk’s appraisal carried out with Cllr Aldersley & Cllr Granger on 27th February 2024 and any actions to be taken or agreed

In confidential minutes

Signed.....(Chairman)

Date.....

DRY DRAYTON PARISH COUNCIL
February 2024 Bank Reconciliation

	£
Unity Trust Current Account on 31 st January 2024 Unity Trust Instant Access account 31 st January 2024 Total:	£3,381.48 £31,000.00 £34,381.48
<u>Less</u> payments presented from 1 st February 2024 to 29 th February 2024 <i>6 online payments, 3 direct debits, 2 standing orders, no bank fee</i>	£1,190.66
<u>Plus</u> , receipts presented from 1 st February 2024 to 29 th February 2024 <i>No receipts received</i>	£0.00
Closing Unity Trust Current bank account on 29 th February 2024 Closing Unity Trust Instant Access account 29 th February 2024 Total:	£2,190.82 £31,000.00 £33,190.82
<u>Less outstanding payments not yet subtracted</u> <ul style="list-style-type: none"> • <u>Clerks Direct Debit Difference Period 11</u> • <u>Clerks Tax/NI Period 11</u> • <u>Clerks Mileage Reimbursement</u> 	£39.80 £16.74 £18.00
Balance carried forward on 29th February 2024	£ 33,116.28
Notes: As of December 2023, outstanding Section 106 monies to be spent:	
<ul style="list-style-type: none"> • Traffic Calming - £45,125.00 (held by Highways) 	

Sarah Etherington-Meech

RFO

4th March 2024

Appendix 2 – Email details of proposed sign for Dry Drayton Speed Limit Buffer Zones

We have reviewed the proposed design for the Dry Drayton Speed Limit Buffer Zones and have also sought the input of our Speedwatch team and have the following comments/requests. (DDPC original comments in black, Highways response in red, DDPC comments made on 5th March in blue).

1. Whilst you have considered speed limit zones for the main section of Dry Drayton, there appears to be no reference to that part of the village at the top of Scotland Road at Scotland Farm close to the A428. This is a part of the village where our Speedwatch team register a high percentage of speeding vehicles and, therefore, this must be included in the proposed traffic calming measures.

Scotland Road area has a very rural feel and is most likely the reason that Speed Watch has recorded a higher percentage of vehicles exceeding 30mph. The most effective way to address this is with traffic calming features and to give the road a less rural and more populated feel. 40mph buffer zones would have a limited effect in this location and we think this year's budget should focus on the main village, to see a likely increased compliance.

What would be worth considering is a future LHI bid to address this issue, when a buffer zone could be considered in conjunction with speed reduction measures within the existing 30mph zone adjacent to Scotland Farm. Without such, noncompliance is still anticipated, posing continued risk to road users.

DDPC agree but it has been forgotten that there will be a Park & Ride site there. Cllr Murphy & Cllr Stobart are to ask for more details Greater Cambridge Partnership in relation to the Scotland Road Park & Ride and how will be implemented in relation to traffic calming. It can be justified for no action to be taken in this part of the village in the short term. However, there needs to be an understanding of traffic management plans in that area.

2. It is suggested that we require additional signage at the entrance to the village from Oakington where the remains of the village gates are located. It is suggested that as one of the current 30mph signs is barely visible (see attached – signs at Viewport 1) and the village gates are in a bad state of repair, that the gates are removed and new signs are erected which combine both the speed limit and village name. An example of what we are considering can be found at Duxford (see attached).

Yes agreed that this would be beneficial, We will look into the available funds within this application.

To be looked at for costings.

3. Obviously whatever is done at this entrance to the village should be replicated at all entrances to the village, and so signage of this type would be found at Oakington Road, Scotland Road (main village), Scotland Road (both directions at Scotland Farm) and, possibly, Madingley Road.

Oakington Rd yes, Scotland Rd (Main village) yes, Scotland Rd (Scotland Farm) already has gates, Madingley Rd entrance is just before a sharp bend and traffic volumes are much lower. We would therefore recommend that the other entrances take budget priority.

Agree with the comments from Highways.

4. Whilst the work is being carried out at the Oakington Road entrance to the village, it would make economic sense to replace/re-erect the "Give Way" sign (see attached).

Agreed.

Agree with Highways.

5. No reference has been made in the proposed design to the weight limit advisory signage which was also a part of our application. Could you advise if this is to be included in the overall project and, if so, where the signs will be mounted?

Any sign that we erect should comply with the Traffic Signs Regulations and General Directions. There is no “weight restriction advisory signs” included in this document and the closest is probably “unsuitable for heavy goods vehicles”. It is probably untrue to say the road is unsuitable, particularly when the road is often used by local agricultural vehicles. Certainly, in the first instance we would advise the Parish Council to consider the HGV Covenant scheme which is likely to bring a more successful result. The details of this can be found here; [Heavy or abnormal loads on the highway - Cambridgeshire County Council](#)

Councillors does not believe it addresses the issue; they advised that there is a sign at the Madingley Mulch roundabout. Therefore, this type of sign does exist, and that road has agricultural vehicles going down it as there is a farm there. Problem trying to address people coming here without intending to come through the village, confused and coming off the roundabout.

The issue the parish council have is with route finding rather than access. Have found response disappointing as it was the desire of so many residents in the traffic survey carried out.