

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 9th April 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 E Pyle (Councillor), Cllr D Smith (Councillor)

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

Attending: Cllr C Garvie (District Councillor), Cllr R Stobart (District Councillor), 2 members of the public

1. To Accept Apologies for Absence

Apology accepted from Cllr Houlihane (absent due to another commitment). Cllr Murphy sent an apology for absence due to another commitment.

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

Cllr Aldersley declared a non-pecuniary interest in **Item 8.10** due to a resident of Oak Crescent contacting him directly in relation to the matter.

3. To Agree to hold a Public Forum

No members of the public wished to raise any matters in the public forum.

4. To Approve the Minutes of Meeting held on Tuesday 5th March 2024

RESOLVED (Prop Cllr Granger, 2nd Cllr Smith, 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 & clerk to contact resident who made enquiry (SCA/SEM)

The clerk has contacted the resident who is interested in a councillor vacancy. They are to attend the May meeting to discuss the vacancy together with their availability further.

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

Cllr Garvie advised that there is an update on the RELAS Facebook page with new proposals.

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

Cllr Garvie advised that Cllr Murphy has spoken with Neal Stevens (LHO) at Highways, and this is going to happen. There is no timeframe at present.

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

Cllr Aldersley now has the documents and will review them before the next meeting.

5.5 Update on issues with buses manoeuvring at Oak Crescent bus stop

i. Discussion with bus company as to exact issues

Cllr Aldersley explained that bigger buses cannot manoeuvre now with the changes that have been made, and some buses are parallel parking as they are unable to get into the bay.

ii. Meeting to be arranged with Highways to discuss matter

iii. Cllr Murphy contacted Evans Amoateng (Assistant Project Manager) at Highways, and he advised that he will be conducting some design exercises to identify the optimal solution for this matter. Once completed, he will provide a proposal to help alleviate the issue.

iv. Cllr Murphy to investigate the correct person to take issue forward/email exchange between Cllr Murphy and Highways

Covered in 5.5 ii.

5.6 Update from Highways for LHO assessing the broken fence at 'The Drift' (SEM)

Ongoing issue. **Action** – Cllr Aldersley to obtain a quotation for fixing the fence.

5.7 Update on abandoned streetlight on footpath between Pettitt's Lane & High Street (DS)

Cllr Smith advised that this is still an ongoing issue, no update at present.

- 5.8 Update in relation to works carried out by PX Farms to Madingley Rd culvert, ‘The Drift’ (inc. resident emails) and clearing of ditches (TSH/SCA)**
Cllr Aldersley advised that even though some residents are unhappy with works carried out it was long overdue and has made a wealth of difference. The issue of the debris from the ditches has been raised. However, Cllr Houlihane met with Tom Eve from PX Farms and Tom confirmed that once the debris has dried out it will be removed, then the bridleway will over time revert back to what it was previously. Cllr Aldersley highlighted that in over 30 years this work has not been carried out and should help to alleviate flooding issues in the area.
- 5.9 Update from Kerry Allen in relation to the proposed link for a NMU to Scotland Farm Hub (SCA)**
Cllr Stobart advised that himself and Cllr Murphy had spoken the other week in relation to this matter and progress is being made. However, that specific function of the GCP is under a lot of pressure. Cllr Aldersley advised that DDPC need communication, a report was to be issued at the end of January and this is still outstanding. **Action – Cllr Stobart to check in with Kerry Allen and come back with a new date for a revised timeframe.**
- 5.10 Update on report to Public Rights of Way Officer for Footpath 11 and issues with hedge and visibility (SCA)**
Cllr Aldersley advised that this matter has now been resolved with thanks to PX Farms.
- 5.11 Update on 2024/25 LHI Application for parking restrictions outside school (SCA)**
Cllr Aldersley advised that there is no update yet on this matter.
- 5.12 To investigate a village handyperson for jobs such as noticeboard repairs (SCA)**
Cllr Aldersley is to investigate a village handyperson. **Action – Clerk to investigate costings for a new noticeboard.**
- 5.13 To investigate social media channels as a medium for publishing parish council info/updates (SCA)**
Cllr Aldersley has set up a parish council Facebook page, councillors to access and feedback to Cllr Aldersley.
- 5.14 Update on 2023/24 LHI Application for speed limit buffers (SCA)**
Cllr Aldersley has sent the comments made by DDPC at the last meeting to Highways.
- 5.15 To obtain a plaque for the Coronation Tree (SEM)**
Action – Cllr Stobart/Cllr Garvie to see if SCDC can provide a plaque.
- 5.16 To report to Highways the rotten handrail on the fields off Cottons Field that leads to Butchers Lane**
Cllr Garvie advised that Neal Stevens (LHO) at Highways has this as an action.
- 5.17 Clerk to contact other clerks for advice on how they manage the allotment rents they receive**
It has been decided that the rents are to be paid directly into the parish council bank account, therefore, no action is required.
- 6. To Accept a Report from County and District Councillors**
In addition to their report, Cllr Stobart advised that the Rural Prosperity Fund was launched today. **Action – Cllr Stobart to forward information in relation to this to Les Waters and Adrian Peck in order for them to circulate the details of the fund.**
- 7. To Discuss Planning Matters**
- a. **Applications received for consideration** – no applications received for consideration
 - b. **Decisions received from South Cambs District Council**
 - i. **For information – 24/0146/TTPO - Favonius Park Lane Dry Drayton – Tree Works – in relation to DDPC objection, SCDC are unable to refuse the proposed tree works as the trees in question do not have statutory protection.**
The councillors *noted* the response from planning.
- 8. Matters for discussion/correspondence received**
- 8.1 To discuss email from David Crowther at Highways in relation to flooding at Park Lane**
Cllr Aldersley advised that the works have been carried out and **Item 8.7** has now been superseded.

8.2 To discuss email updates from David Allatt at CCC in relation to the NMU land transfer

Cllr Aldersley advised that a number of emails have been circulated. However, there are no actions at present, just reports of meetings received.

8.3 To discuss update received from PX Farms in relation to works on Long Lane

Cllr Aldersley highlighted the great improvement on Long Lane and thanked PX Farms for clearing the ditch down the side which has corrected the issue. Emails have been received from residents to comment on this.

8.4 For information – Dry Drayton Primary School successful grant funding application for the trim trail

DDPC congratulated Mrs S Hegan and Ms A Arnold for successfully obtaining the grant.

8.5 For information – Resident email in relation to issues with buses manoeuvring near Oak Crescent and Park Lane flooding

Discussed under Item 5.5 & 8.1

8.6 For information – TTRO on Church Lane in Madingley

Cllr Aldersley has raised with Cllr Murphy concerns and frustration over DDPC not being notified of this closure. Cllr Murphy had previously advised that both parishes would be advised of matters affecting either parish. Cllr Murphy is to raise this matter with the appropriate people.

8.7 For information - 24-571 Proposed Road closure, Park Lane, Dry Drayton, 08/05/2024 - 10/05/2024

8.8 For information – Feedback from Highways on last year's 20mph application and feedback for this year

8.9 To discuss abridged set of legal documents produced by Cllr Granger for the allotments

Cllr Granger reviewed the National Allotment Society documents and circulated to all councillors prior to the meeting. It was discussed that the documents are to be produced in order for the need of transparency in terms of decision making for the plots. An allotment holder was in attendance in relation to this matter and advised that they would gather some more information for DDPC. Some key topics were to consider what the structure of a committee might look like, how frequently they would meet, an updated map, list of allotment holders including addresses and an updated waiting list. This matter is to be discussed and a plan drawn up at the May meeting once further information from the allotment holder is received.

8.10 To discuss email received from resident in relation to drop kerb application at Oak Crescent and correspondence from Highways in relation to this matter

DDPC advised that they did not have a discussion in relation to this matter as the decision to refuse the drop kerb application was made by Highways. However, DDPC concurred that they agree with the decision for refusal of the application that Highways have made.

8.11 To discuss applying for the South Cambs District Council – Zero Carbon Communities Grant – application deadline 2nd June 2024

DDPC agreed that there are no projects suitable for this grant funding source at present.

9. Consultations

9.1 To discuss the review of South Cambs District Council – Street Trading Policy – comments by 15th May 2024

DDPC agreed that they have no comments to make.

9.2 To discuss the review of South Cambs District Council – Gambling Act Policy – comments by 16th May 2024

DDPC agreed that they have no comments to make.

10. Finance and Policy

a. To accept Year-End 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 Granger, unanimous) to accept the bank reconciliation and accounts.

A member of the public who used to be a councillor for DDPCC believes a Cambridge Building Society account may still be open in the parish council's name.

Action – Clerk to check with Cambridge Building Society as to whether an account is still open.

b. To advise of payments received between 1st March 2024 and 31st March 2024 – no payments received

c. Payments made between 1st March 2024 and 31st March 2024

- i. **S Etherington-Meech – Pay difference for Period 11 & Mileage - £57.80**
- ii. **HMRC – Clerks Tax/NI for Period 11 - £16.74**
- iii. **S Etherington-Meech – Salary/Pay Difference/Expenses/Pension (Period 11 & 12) - £859.84**
- iv. **HMRC – Clerks Tax/NI for Period 12 - £16.54**

d. Payments to hand

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

- i. **GeoXphere (Parish Online) – Mapping Software - £45.00**
- ii. **CAPALC – Affiliation Fee for 2024/25 - £342.86/£392.86 with DPO Membership**
- iii. **DDVH – Hall Hire for meeting on 9th April 2024 for 3 hrs - £24.00**
Payments below received after the agenda was produced
- iv. **Vision ICT – Hosted emails for June 2024 to May 2025 - £192.00**
- v. **Vision ICT – Website hosting and support for June 2024 to May 2025 - £225.76**

e. To agree and confirm date for Annual Parish Meeting

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that the Annual Parish Meeting should take place on Friday 26th April 2024 at 7pm subject to availability and the budget for refreshments was agreed at £60.00.

11. To accept notices and matter for the next agenda

12. Date and time of next meeting – Tuesday 7th May 2024 at 7pm at Dry Drayton Village Hall (Annual Parish Council Meeting) – Subject to availability the Annual Parish Meeting will take place on Friday 26th April 2024 at 7pm at Dry Drayton Village Hall.

There were no items that excluded the public or press

Meeting closed at 8.54pm

Signed.....(Chairman)

Date.....

Appendix 1

DRY DRAYTON PARISH COUNCIL

March 2024 Year End Bank Reconciliation

	£
Unity Trust Current Account on 29 th February 2024	£2,190.82
Unity Trust Instant Access account 29 th February 2024	£31,000.00
Total:	£33,190.82
 <u>Less</u> payments presented from 1 st March 2024 to 31 st March 2024 4 online payments, 1 direct debit, 2 standing orders, bank fee	 £968.92
 <u>Plus</u> , receipts presented from 1 st March 2024 to 31 st March 2024 1 receipt received	 £193.86
Closing Unity Trust Current bank account on 31 st March 2024	£1,221.90
Closing Unity Trust Instant Access account on 31 st March 2024	£31,193.86
Total:	£32,415.76
<u>Less</u> outstanding payments not yet subtracted	
Balance carried forward on 31st March 2024	£ 32,415.76

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

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

Sarah Etherington-Meech - RFO

31st March 2024