

Dry Drayton Parish Council

I hereby give notice that the Annual Parish Council Meeting of Dry Drayton Parish Council will be held on Tuesday 10th May 2022 at 7.30pm, at Dry Drayton Village Hall, High Street, Dry Drayton CB23 8BS

The Public & Press are cordially invited to be present (except for any item on the agenda labelled confidential). The order of business maybe varied at the Chairman's discretion.

All members of the Council are hereby summoned to attend for the purpose of considering and resolving upon the business to be transacted at the meeting as set out below:

Signed: Sarah Etherington-Meech 5th May 2022
Sarah Etherington-Meech - Proper Officer/Parish Clerk

Agenda

1. **Election of Chairman and signing the Declaration of Acceptance of Office**
2. **Election of Vice-Chairman**
3. **To confirm Parish Councillors have signed a Declaration of Acceptance of Office**
4. **Return of electoral expenses**
5. **Adoption of the Revised 2021 Local Government Association Model Code of Conduct**
6. **To Accept Apologies for Absence**
7. **To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**
Members of the Council are subject to the Relevant Authorities (Disclosable Pecuniary Interest) Regulations 2012 following adoption of the Code of Conduct. **ALL dispensations requests must be made to the Clerk prior to the meeting.**
8. **To Agree to hold a Public Forum**
Councillors with pecuniary interests must leave the room immediately prior to any discussion on a disclosed interest this could be during the public forum or elsewhere on the agenda. Councillors cannot remain in the room to hear the representations of others nor make any representation to the meeting. Please note: When the Council starts to discuss any item on the agenda, where a member has an interest, the member with that interest must have regard to the Code of Conduct and make the necessary disclosure (if not done in Item 2) and leave the meeting. At the close of this agenda item members of the public will no longer be permitted to address the Council.
9. **To consider applications and co-option for four ordinary vacancies – David Smith**
10. **To Approve the Minutes of Meeting held on Tuesday 5th April 2022**
11. **Matters Arising from the Minutes, Report of any actions and Resolutions from last meeting – See Appendix 1**
12. **To Accept a Report from County and District Councillors**
13. **To Discuss Planning Matters**
 - a. Applications received for consideration
 - i. 21/02882/CONDA - Land at Church Farm Buildings Park Street - Submission of details required by condition 4 (Scheme for the provision of secure, covered cycle parking) of planning permission 21/02882/FUL – For information only
 - ii. 22/01582/HFUL - Studio One Park Lane Dry Drayton - Erection of a Double garage – deadline for comments 18th May 2022
 - iii. 22/01605/HFUL - 22 Pettitts Lane Dry Drayton - Single storey front extension and roof light to front roof slope – deadline for comments 24th May 2022
 - b. Decisions received from South Cambs District Council
 - i. 21/02173/FUL - Land to The North-East of Childerley Farm Childerley Estate Childerley - Installation of a renewable energy led generating station comprising of ground-mounted solar arrays, associated electricity generation infrastructure and other ancillary infrastructure comprising of storage containers, access tracks, fencing, gates and CCTV together with the creation of a woodland, landscaping and biodiversity enhancements – Permission granted
14. **Matters for discussion/correspondence received**
 - 14.1 For info – successful LHI application for 2022/23
 - 14.2 For info – Cambridge Club Festival 10th – 12th June and Strawberries and Creem Festival 17th – 19th June
 - 14.3 To consider plans and produce an action plan for 'Operation London Bridge'
 - 14.4 To consider contributing to the purchase of commemorative mugs with the S&VA for the Queens Jubilee
 - 14.5 To discuss photographs and bios of councillors and the clerk for the parish council website
 - 14.6 To discuss maintenance and repairs of the bus shelters
 - 14.7 To discuss email received in relation to planting of a memorial tree in a public area
15. **Consultations**
 - 15.1 For info – Publication of the Greater Cambridge Housing Trajectory and Five-Year Housing Land Supply Report
 - 15.2 CCC Transport Strategy - key stakeholder engagement survey – consultation open from 9th May – 19th June
 - 15.3 Waterbeach Neighbourhood Plan Adoption – 23rd March 2022

- 15.4 Cambridgeshire County Council Highway Maintenance Service Review -Local Highway Officers - Online Survey – deadline for comments 16th May 2022

16. Finance and Policy

- a. To accept account review to date and bank reconciliation
- b. To advise of payments received
 - i. SCDC – 1st instalment of precept for 2022/23 - £8,625.00
- c. Payments made between 1st April 2022 to 30th April 2022
 - i. Salary/Overtime/Expenses/Pension (Period 12 & 1) - £732.80
 - ii. CAPALC – 2022/23 Affiliation Fee - £352.73
 - iii. Brookfield Groundcare – Cut 1 of 10 (Inv 1301) - £360.00
 - iv. CAPALC – Clerks Bitesize Election Training - £30.00
 - v. Parish Online – Online Mapping Service - £45.00
 - vi. Drax Energy – Streetlighting Energy (1st March 22 – 31st March 22) – 142.95
- d. Payments to hand
 - i. S Etherington-Meech – Reimbursement for APM refreshments – £37.31
 - ii. VisionICT – Annual website hosting and support (June 22 to May 23) – £225.76
 - iii. VisionICT – Annual hosted email charge (6 emails) - £108.00
 - iv. Brookfield Groundcare – Cut 2 of 10 - £360.00
 - v. DDVH – Hall Hire (10th May 2022 for 2 hrs – Inv No 404) - £14.00
- e. To review the Year-end accounts
- f. To review standing orders and variable direct debits from bank account
- g. To review bank signatories and agree removal and adding
- h. Authorise due payments that arise on a regular basis
- i. To review Standing Orders (and adopt amendment to Standing Order 18 – financial controls and procurement) and Financial Regulations
- j. To review the Asset Register for 31st March 2021
- k. To make arrangements with a view to becoming eligible to exercise the General Power of Competence in the future.
- l. To confirm insurance cover
- m. To review DDPC and/or staff subscriptions to other bodies
- n. To review Complaints Procedure/Freedom of Information and Data Protection/Press and Media Policies
- o. To review employment policies and procedures and to consider and adopt an Equality and Diversity Policy & Disciplinary/Grievance Policy
- p. To review expenditure incurred under S.137 of the Local Government Act 1972
- q. To determine the time and place of ordinary meetings up to and including the next Annual Parish Council meeting

17. 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.

18. Date and time of next meeting – Tuesday 7th June 2022 at 7.30pm at Dry Drayton Village Hall

Appendix 1

Action Report/Ongoing Issues

11.1	Letter drafted to the Secretary of State in relation to complaints with planning and procedures for 65 Pettitts Lane	SCA/SL
11.2	Update on Swifts Close	SCA
11.3	Zoom meeting with Highways to discuss transport issues to be arranged with Cllr Aldersley, Cllr Murphy, and members of the Speed Watch team	SCA/EM
11.4	Update on dangerous footpath between Hill View & Trinity Stables	EM
11.5	Progress on NMU	EM
11.6	Section 106 projects from Townlands Trust	SCA
11.7	Erection of additional poles for MVAS	SCA/SEM
11.8	Liaise with Joshua Rutherford in relation to creation of a Highways Improvement Working Group	SCA
11.9	Update on a time frame from Highways in relation to fixing of wigwags	SEM
11.10	Update on completion date for benches from Cambridge Restoration	SL
11.11	Village Hall Management Committee Meeting Update inc. completion of S106 works	EP