

## Dry Drayton Parish Council

I hereby give notice that the Annual Parish Council Meeting of Dry Drayton Parish Council will be held on Tuesday 9<sup>th</sup> May 2023 at 7.00pm, 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 3<sup>rd</sup> May 2023  
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 Accept Apologies for Absence**
4. **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.**
5. **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.
6. **To Approve the Minutes of Meeting held on Tuesday 4<sup>th</sup> April 2023**
7. **Matters Arising from the Minutes, Report of any actions and Resolutions from last meeting – See Appendix 1**
8. **To Accept a Report from County and District Councillors**
9. **To Discuss Planning Matters**
  - a. **Applications received for consideration**
    - i. 23/01489/OUT - Land to The Rear Of 1 View Farm Cottages Park Lane - Outline application for the erection of 1 No. one and a half storey dwelling with some matters reserved except for access – comments by 17<sup>th</sup> May 2023
  - b. **Decisions received from South Cambs District Council**
    - i. 22/03729/FUL – Dry Drayton Methodist Church, Park Street - Erection of a single storey side extension and a first-floor rear extension together with the provision of two parking spaces and eight cycle parking spaces and the creation of a vehicular access to the site – Permission granted (to note comments from Dry Drayton Primary School in relation to the application)
10. **Matters for discussion/correspondence received**
  - 10.1 To confirm councillor attendance at Parish/Cabinet Liaison Meeting with Bridget Smith on 5<sup>th</sup> June 2023
  - 10.2 For info - EWR – government route update announced in May 2023
  - 10.3 For info – Cllr Aldersley to provide an update on the removal of the concrete slab in the allotments
  - 10.4 To discuss and provide any updates on the Oakington Road NMU
  - 10.5 For info – SCDC – Northwest and West Community Forum via Zoom – 14<sup>th</sup> June 2023 at 6pm
  - 10.6 To discuss the next steps for progressing a neighbourhood plan
  - 10.7 Email from Cllr Murphy with response from CCC in relation to responsibility for The Avenue and the A1307
11. **Consultations**
  - 11.1 For info – Fulbourn Neighbourhood Plan – adopted 30<sup>th</sup> March 2023
12. **Finance and Policy**
  - a. To accept account review to date and bank reconciliation
  - b. To advise of payments received between 1<sup>st</sup> April 2023 and 30<sup>th</sup> April 2023
    - i. SCDC – 1<sup>st</sup> instalment of precept - £14,500.00
  - c. Payments made between to 1<sup>st</sup> April 2023 and 30<sup>th</sup> April 2023
    - i. S Etherington-Meech – Clerks Salary/overtime/expenses (Period 12 & 1) - £803.64
    - ii. Brookfield Groundcare – Cut 1 of 10 - £360.00
    - iii. CAPALC – Annual Affiliation Fee with DPO membership for 23/24 - £373.94
    - iv. Geosphere (Parish Online) – Annual Mapping Service Subscription - £45.00
    - v. Percheron Agricultural Services – Erection of 7 benches - £1,104.00
    - vi. SSE Electricity – Streetlighting Energy for 1<sup>st</sup> March 2023 – 3<sup>rd</sup> April 2023 - £16.86
    - vii. Dry Drayton Village Hall – Hall hire for 3 hrs on 28<sup>th</sup> April & 9<sup>th</sup> May - £48.00

- d. Payments to hand
  - i. S Etherington-Meech– Mileage/Postage/APM refreshments (Period 1) – £56.90
  - ii. VisionICT – Hosted email accounts (8) for June 23 – May 24 - £172.80
  - iii. VisionICT – Annual website hosting and support for June 23 – May 24 - £225.76
  - iv. Brookfield Groundcare – Cut 2 of 10 - £360.00
- 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, Financial Regulations, and other policies & procedures
- j. To review the Asset Register for 31<sup>st</sup> March 2023
- k. To confirm insurance cover
- l. To review DDPC and/or staff subscriptions to other bodies
- m. To review employment policies and procedures
- n. To review expenditure incurred under S.137 of the Local Government Act 1972
- o. To complete consent forms for the summons to meetings to be transmitted in electronic format
- p. To discuss changing bank account to Unity Trust and opening a savings account
- q. To determine the time and place of ordinary meetings up to and including the next Annual Parish Council meeting including double booking for 12<sup>th</sup> June 2023
- r. To consider report from internal auditor report if received
- s. To discuss earmarked reserves and resolve amounts and purposes of earmarked reserves at year end
- t. To consider purchasing an accounting software package with the option of an allotment package

**13. 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.

**14. Date and time of next meeting – Monday 12th June 2023 at 7.00pm at Dry Drayton Village Hall**

**Appendix 1**

7.1	Update from Cllr Murphy in relation to the following matters: a) Works at 'The Drift' b) Fixing of the wigwags c) NMU d) Erection of additional poles for MVAS e) Clerk to attend quarterly meetings with Cllr Murphy & Highways f) To report back on Highways and Transport meeting 'Bar Hill Division'	SCA/EM
7.2	Update of Townsland Trust Section 106 projects and parking investigations	SCA
7.3	Update on LHI application for Oak Crescent & 2023/24 LHI Application	SCA
7.4	Investigate defibrillator funding sources and locations/defib for school update	SCA/CG/RS
7.5	Update on two remaining councillor vacancies. To review poster.	SCA
7.6	To make enquiries with the 'Footpath & Highways Officer' in relation to footpaths and bridleways in the village	SCA
7.7	Aircraft noise from Luton Airport stacking – to check extended consultation deadline date	RS/CG
7.8	To attempt to source minutes from Highways and Transport committee in relation to NMU & invite Kerry Allen & Jo Baker to an extraordinary meeting after 8 <sup>th</sup> May 2023	RS
7.9	Update on sending letter in relation to the partial closure of Cambridge Rd in Madingley	TSH
7.10	Update on the progress of plans for a proposed NMU route to the Travel Hub	TSH
7.11	To attend planning committee meeting on 12 <sup>th</sup> April for Dry Drayton Methodist Church	TSH
7.12	To investigate savings accounts	DS
7.13	To produce online and paper survey for resident views on bus shelter that needs repair	DS
7.14	To investigate land ownership details for abandoned car	SEM
7.15	Planting the oak tree at Dry Drayton Primary School and wording for coronation plaque	SEM
7.16	Produce Training Statement of Intent and Dignity at Work Policy	SEM
7.17	To contact the National Allotment Society to arrange meeting	SEM
7.18	To enquire if Brookfield could cut the 'The Drift' annually and some hedgerows and enquire with PX Farms if they cut any hedgerows	SEM
7.19	Send a request to Brookfield for 'No mow May'	SEM
7.20	Investigate ownership of the Wigwag programmer	SEM