

Dry Drayton Parish Council

I hereby give notice that the Parish Council Meeting of Dry Drayton Parish Council will be held on Tuesday 1st April 2025 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) but is not a public meeting. 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:

Mrs S Etherington-Meech

Sarah Etherington-Meech (CiLCA) - Proper Officer/Parish Clerk, 27th March 2025

Agenda

1. To Accept Apologies for Absence

2. 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 much be made to the Clerk prior to the meeting.**

3. To Agree to hold a Public Forum

The maximum time allotted for the Public Forum is 15 minutes and a member of the public shall not speak for more than 3 minutes. The Public Forum is to provide an opportunity for members of the public to raise questions for items that are on the current agenda. However, a question shall not require a response at the meeting nor start a debate on the question. At the close of this agenda item members of the public will no longer be permitted to address the Council unless invited to do so by the Chairman.

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.

4. To Approve the Minutes of the Parish Council Meeting held on Tuesday 4th March 2025

5. Matters Arising from the Minutes, report of any actions, resolutions from last meeting & ongoing matters

- 5.1 Update on outstanding Highways issues (EM)
- 5.2 Seek advice on best approach for Highways Social Value & Community Fund bid (EM)
- 5.3 Request update from Kerry Allen of plans for Park & Ride/ Travel Hub at Scotland Rd and proposed link for an NMU (RS)
- 5.4 Update on proceeding with proposal from Highways for 2024/25 LHI application (SCA)
- 5.5 Update on Luton Airport Stacking Consultation – extended to mid-April 2025 (RELAS) (RS/CG/)
- 5.6 To liaise with Orla Gibbons at SCDC in relation funding, efficacy and operating experience of solar powered streetlights (JG)
- 5.7 Review of Training Statement of Intent and Dignity at Work Policies (SCA)
- 5.8 To investigate why the wig wags are not working (TSH)
- 5.9 To arrange invoice for reimbursement for repair of Perspex in High Street noticeboard (EP)
- 5.10 To resend grass cutting plan to Brookfield Groundcare in relation to untended grass opposite Oak Crescent and to request costings to include the entrance of the allotments in the grass cutting rota (SEM)
- 5.11 Update on submission of the 2025/26 20mph speed limit application (SCA)
- 5.12 To investigate how the large volumes of rainwater from the large surface of the car park at Scotland Road Travel Hub would be discharged (DDPC)

6. To Accept a Report from County and District Councillors

7. To Discuss Planning Matters

a. Applications received for consideration

- i. 21/02913/CONDB - Land at Duck End Farm Park Lane Dry Drayton Cambridge Cambridgeshire CB23 8DB - Submission of details required by condition 7 (lighting design strategy for biodiversity) of planning permission 21/02913/FUL – For information only
- ii. 25/0317/TTPO – 4 Old Rectory Drive, Dry Drayton CB23 8BU – Tree works – comments by 17th April 2025

b. Decisions received from South Cambs District Council

- i. 25/00551/PRIOR - Rectory Farm New Road Dry Drayton CB23 8AS - Erection of an agricultural general purpose storage building – Prior approval given
- ii. 25/0106/TTPO - 4 Old Rectory Drive Dry Drayton Cambridgeshire CB23 8BU – Tree works permitted
- iii. 25/00037/REM - Land Adj 3 Old Rectory Drive Dry Drayton Cambridge Cambridgeshire CB23 8BU - Reserved matters application for the approval of appearance, landscaping, layout and scale following outline planning permission 22/03352/OUT (Outline planning application with all matters reserved other than access for the erection of a single dwelling). – Application permitted

8. Matters for discussion/correspondence received

- 8.1 For information – Email in relation to the projects for the Capital Highway Maintenance Programme

- 8.2 For information – Publication of the South Cambridgeshire Community Facilities Study 2025 – Final Report
- 8.3 To discuss management of the parish council allotments, any queries raised and to arrange an extraordinary meeting for discussion of matters with plot holders.
- 8.4 For information – Village Litter Pick on Saturday 5th April 10am
- 8.5 To discuss approval of the updated proposals received from Highways in relation to the 2024/25 LHI application

9. Consultations – no consultations received

10. Finance and Policy

- a. To accept account review to date and bank reconciliation
- b. To advise of payments received between 28th February 2025 – 27th March 2025
 - i. HMRC – VAT Reclaim for 2023/24 - £1,572.01
 - ii. 1 x allotment rental for a new half plot tenancy - £12.00
- c. Payments made between 28th February 2025 and 27th March 2025
 - i. Dry Drayton Village Hall – Hall Hire for 4th March 2025 & 1st April 2025 - £51.00
 - ii. S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 11) - £894.55
 - iii. HMRC – Clerks Tax and National Insurance for Period 11 - £22.93
 - iv. To ratify payment - HCE – Purchase of defib battery and pads - £324.00
 - v. Unity Trust Bank – Monthly Service Charge Fee - £6.00
 - vi. SSE – Streetlighting Energy - £24.98
- d. Scheduled payments and payments to hand
 - i. CAPALC – Affiliation Fee for 2025/26 - £347.22 or £397.22 with the DPO membership scheme
 - ii. Parish Online (Geosphere Ltd) – Annual Mapping Subscription – £45.00
 - iii. S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 12) - £894.55
 - iv. HMRC – Clerks Tax and National Insurance for Period 12 - £22.93
- e. Clerk to provide information for moving website and email to .gov.uk
- f. To note Section 137 figure for 2025/26 - £11.10 per elector
- g. To discuss amendment to Model Financial Regulations
- h. For info - Email from PKF Littlejohn with dates for audit – AGAR and audit documentation to be completed by 1st July 2025
- i. To confirm renewing of streetlighting energy contract with SSE and obtaining further quotations from other suppliers

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 6th May 2025 at 7pm at Dry Drayton Village Hall

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 and any actions or changes to be agreed