

## Dry Drayton Parish Council

I hereby give notice that the Annual Parish Council Meeting of Dry Drayton Parish Council will be held on Tuesday 6<sup>th</sup> May 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, 30<sup>th</sup> April 2025

### Agenda

**1. Election of Chair and signing the Declaration of Acceptance of Office**

**2. Election of Vice-Chair**

**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**

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.

**6. To Approve the Minutes of Meeting held on Tuesday 1<sup>st</sup> April 2025**

**7. Matters Arising from the Minutes, Report of any actions, Resolutions from last meeting & ongoing matters**

7.1 Update on outstanding Highways issues (EM)

7.2 Seek advice on best approach for Highways Social Value & Community Fund bid (EM)

7.3 Request update from Kerry Allen of plans for Park & Ride/ Travel Hub at Scotland Rd and proposed link for an NMU (RS)

7.4 Update from Highways for the 2024/25 LHI application for works outside Dry Drayton Primary School (SCA)

7.5 To liaise with Orla Gibbons at SCDC in relation funding, efficacy and operating experience of solar powered streetlights (JG)

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

7.7 To request costings from Brookfield Groundcare to include the entrance of the allotments in the grass cutting rota (SEM)

7.8 To investigate with GCP and Keery Allen how the large volumes of rainwater from the large surface of the car park at Scotland Road Travel Hub would be discharged (RS)

7.9 To obtain streetlighting energy quotations (SEM)

**8. To Accept a Report from County and District Councillors**

**9. To Discuss Planning Matters**

**a. Applications received for consideration**

i. 25/01516/HFUL - Orchard Barn House Park Lane Dry Drayton - The erection of a carport to the front and lean-to weather cover to the front and side, with the installation of an entrance gate to the front – comments by 20<sup>th</sup> May 2025

ii. 25/01495/S73 - Springhill Stables Oakington Road Dry Drayton - S73 to remove condition 1 (Use of land) of planning permission 22/00972/FUL (Retention of mobile home) – comments by 13<sup>th</sup> May 2025

iii. 25/0236/TTPO - Land Northwest of New Farm Cottages Madingley Road Dry Drayton -Cut back the branches of those trees which are overhanging the boundary and damaging the boundary fence. Some of the branches are at least 5m in length – comments by 13<sup>th</sup> May 2025

**b. Decisions received from South Cambs District Council – no decisions received**

**10. Matters for discussion/correspondence received**

10.1 For information – Allocation of addressing to new agricultural worker's dwelling at Scotland Farm – To be known as Orchard House, Scotland Road, Dry Drayton CB23 8AX

10.2 For information – Cambourne to Cambridge (C2C) – Release of statement of case

10.3 For information – Luton airport expansion approved by government

10.4 For information - Greater Cambridge Supplementary Planning Documents – Public Notice & Notification of Adoption and Revocation

10.5 To discuss management of the parish council allotments and any queries raised by plot holders

- 10.6 To discuss an application for the free tree packs from the Woodland Trust for schools and communities (end date for applications August 2025)

## **11. Consultations**

- 11.1 Anglian Water - Scoping opinion request for proposed Grafham to Cambridge Water scheme

## **12. Finance and Policy**

- a. To accept account review to date and bank reconciliation
- b. To advise of payments received between 28<sup>th</sup> March 2025 and 30<sup>th</sup> April 2025
  - i. South Cambs District Council – Precept for 2025/26 - £24,500.00
  - ii. Unity Trust Bank – Savings Account Interest - £238.71
- c. Payments made between 28<sup>th</sup> March 2025 and 30<sup>th</sup> April 2025
  - i. Unity Trust Bank – Monthly bank service charge - £6.00
  - ii. SSE Energy – Streetlighting Energy - £5.68
  - iii. CAPALC – Affiliation Fee for 2025/26 - £397.22
  - iv. Parish Online (Geosphere Ltd) – Annual Mapping Subscription – £45.00
  - v. S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 12 & 1) - £1,812.54
  - vi. HMRC – Clerks Tax and National Insurance for Period 12 & Period 1 - £90.67
  - vii. Cllr Pyle – Reimbursement for Perspex for the noticeboard - £26.08
  - viii. Pristine Windows – Bus Shelter Cleaning - £135.00
- d. Payments to hand and scheduled payments
  - i. Brookfield Groundcare – Grass Cut 1 & 2 of 10 - £720.00
  - ii. Dry Drayton Village Hall – Hall Hire for 6<sup>th</sup> & 16<sup>th</sup> May 2025 - £45.00
  - iii. Vision ICT Ltd – Website Hosting & Support June 25 to May 26 - £225.76
- 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 (both with recent amendments), and other policies & procedures
- j. To review the Asset Register for 31<sup>st</sup> March 2025
- 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 discuss earmarked reserves and resolve amounts and purposes of earmarked reserves at year end

## **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** – Friday 16<sup>th</sup> May 2025 at 6.30pm at Dry Drayton Village Hall for the Annual Parish Meeting and then Tuesday 3<sup>rd</sup> June at 7pm for the next Parish Council Meeting

### 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.

No item to exclude the public and press