

Dry Drayton Parish Council

I hereby give notice that the Parish Council Meeting of Dry Drayton Parish Council will be held on Tuesday 19th May at 7.00pm, via **REMOTE (ONLINE) MEETING**

COVID-19 Pandemic (Temporary Regulations in force from 4th April 2020 expiring 7th May 2021)
The Local Authorities and Police and Crime Panels (Coronavirus) (Flexibility of Local Authority and Police and Crime Panel Meetings) (England and Wales) Regulations 2020, S78.

NEW LEGISLATION & REQUIREMENTS

In summary the Temporary 2020 Regulations detailed above.

- Permit the holding of remote meetings, with conditions
- Local councils can decide the methods they will use to facilitate the holding of meetings
- There is no requirement to hold an annual meeting

*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.*

Please email the Parish Clerk at clerk@drydraytonpc.org.uk with your email address to request access to the meeting via Zoom.

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:  Proper Officer/Parish Clerk

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 must be made to the Clerk prior to the meeting.**

3. 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.

4. To Approve the Minutes of Meeting held on Tuesday 25th February 2020

The meeting due to be held on 7th April 2020 was postponed whilst emergency temporary legislation was put in place by the Government following Covid-19 lockdown. The legislation came into force on Saturday 4th April 2020.

5. Matters Arising from the Minutes, Report of any actions and Resolutions from last meeting – See Appendix 1

6. To Accept a Report from County and District Councillors

7. To Discuss Planning Matters

Remote decisions on planning applications were made via email and voting records retained.

a. Applications received for consideration

- 20/01378/FUL – Church Farm Building, Park Street – Erection of three double garages (to serve dwellings granted a prior approval under Council reference S/3939/18/PA) – Deadline expired, DDPC made no comment on this application.
- 20/01065/HFUL – The Flat, 3a Old Rectory Drive – Single storey front and side extension and replacement of existing flat roof with conventional gable end pitched roof – consultee comments extended for this application
- 20/01830/FUL – Duck End Farmhouse, Duck End Farm, Park Lane – Erection of detached double garage with store
- 20/01669/HFUL – Keepers End, Scotland Road -Refurbishment, external insulation and render cladding with zinc roof. Front ground floor and minor first floor extension. Rear ground floor and second floor extension. Minor side storey ground floor extension. Replacement windows throughout. Associated refurbishments

- throughout and upgrading thermal performance of house to bring it up to the Enerphit standard of low energy refurbishment
- v. 20/1204/TTPO - St Giles Cricket Club Scotland Road - (Site Visit Pending) TPO 0015 (1966) A9: T2 - Elm - Fell to ground level (reason: due to the recent storms). (Note: T1 Poplar has no statutory protection)
 - vi. 20/01635/PRI03Q – Rectory Farm, New Road - Prior approval for change of use of agricultural building to dwelling house and for building operations reasonably necessary for the conversion
 - vii. 20/1315/TTPO - 5 Scotland Road – Tree works
- b. Decisions received from South Cambs District Council
- i. S/4474/19/PA - Rectory Farm, New Road - Prior approval for change of use of agricultural building to a dwelling house (Class C3) and for building operations reasonably necessary for the conversion – Refused
 - ii. S/4390/19/DC - Church Farm, Park Street – Condition 2 - Discharged in full
 - iii. S/4318/19/DC – 65 Pettitts Lane – Discharge of condition 10 – Discharged in full
 - iv. S/4224/19/DC - Church Farm, Park Street – Discharge of conditions 4, 9 & 10 – Discharged in full
 - v. S/4231/19/DC - Church Farm, Park Street – Discharge of conditions 3 & 4 – Discharged in full
 - vi. S/4087/19/VC – Land at 65 Pettitts Lane – Variation of Condition 1 (Approved Plans) – Refused
 - vii. S/3939/18/COND10 – Church Fam Building, Park Street – Condition 10 – Requirement for future management arrangements of proposed streets – Discharged in full
 - viii. S/3939/18/COND9 – Church Farm Building, Park Street – Condition 9 Traffic Management Plan – Discharged in full
 - ix. S/4334/19/DC – Land at 65 Pettitts Lane – Discharge of condition 6 – Discharged in full
 - x. S/0135/20/DC – Land at 65 Pettitts Lane – Discharge of conditions 12 (Contractor parking) & 14 (Traffic Management Plan) – Discharged in full

8. Matters for discussion/correspondence received

- a. Cllr Lander to advise of meeting with planning in relation to concerns at 65 Pettitts Lane.
- b. To discuss Covid-19 and actions taken within the parish and for the Community Support Group to provide an update report.
- c. To discuss the proposal from CCC regarding the road scheme for which DDPC successfully received LHI funding for 2020/21
- d. To discuss a LHI application for 2021/22 and prepare for submission by 31st May 2020 – Oak Crescent parking is a consideration.
- e. Email from Northstowe re: S106 monies for funding remedial measures in surrounding villages may be needed if traffic flows increase as a result of Northstowe such as traffic calming, measure to increase pedestrian safety or junction capacity – consider measures if happens.
- f. To discuss the email received from a resident raising issues of a deep pothole on Scotland Road
- g. To advise of an issue raised by a resident and A14 team in regard to A14 related works traffic through parish and importance of noting registration numbers and taking photos to send to the A14 team
- h. To discuss footpaths and trees and to arrange a working party in regard to a resident's email re: footpath/cycleway: The Drift and felling of the burnt ash tree and fire damaged branch. Also, to consider resident email re: an orchard project for the parish.

9. Consultations

- a. Local Enforcement Plan for Minerals & Waste Development in Cambridgeshire ended 08/04/20.

- b. For information – Greater Cambridge Housing Trajectory & 5-year Housing Land Supply – available to view online

10. Finance and Policy

- a. To accept account review to date and bank reconciliation
- b. To advise of payments received
 - i. SCDC – 1st precept instalment - £3,737.25
- c. Remote decisions on the following payments to hand received from 25th February 2020 – were made via email and records retained.
 - i. Haven Power – 1st DDM for streetlighting energy - £8.76 paid by DDM
 - ii. CAPALC – Councillor Training for Cllr Houlihane - £75.00
 - iii. CAPALC – 20/21 Affiliation Fee including DPO membership - £342.25
 - iv. Geosphere Ltd – Annual Parish mapping fee - £36.00
 - v. S Etherington-Meech – Clerks Period 12 overtime & expenses - £94.95
 - vi. Cllr Pyle – Reimbursement of tree purchase - £64.69
 - vii. Red Shoes Accounting – Payroll Services - £43.20
 - viii. Brookfield Groundcare – Cut 1 of 10 - £360.00
 - ix. VisionICT Ltd – Website Hosting & Support (Jun 20-May 21) - £210.00
 - x. Haven Power – Street lighting energy - £30.16 (paid by DDM)
- d. To approve the following payments to hand
 - i. Brookfield Groundcare – Cut 2 of 10 - £360.00
 - ii. S Etherington-Meech – Reimbursement of Annual Zoom Subscription - £143.88
- e. The Annual Governance and Accountability Return (AGAR) for 2019/20 – On 30th April 2020, the date for local councils to complete the final audited accounts was extended from 1st June 2020 to 1st September 2020 by statute. The Accounts and Audit (Coronavirus) (Amendment) Regulations 2020. To review and approve the final year accounts, bank reconciliation, AGAR, exemption certificate and all supporting documentation for 2019/20.
- f. For information – Changes to precept instalment frequency for 2020 due to Covid-19 – current advice that payments are to be made in April, July, and September 2020.
- g. To discuss a review of the parish councils’ scheme of delegation/critical services and functions and how they would continue with staff absence.
- h. To confirm instruction of LGS Services for internal audit
- i. To confirm that Red Shoes Accounting Payroll Services no longer process the clerks salary

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 – TBA

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 items to be discussed that need to exclude the public and press

Appendix 1

Action Report/Ongoing Issues

	Hedge cutting/ownership and boundaries of surrounding properties for the Former Methodist Church/Chapel (ongoing) RESOLVED	SL
	Streetlighting energy supply to be set up with new supplier Haven (ongoing) RESOLVED	SEM
a.	Woodland Trust tree application for free trees to be completed (ongoing)	SL
b.	Oak Crescent Parking Issues/LHI application/consultation (ongoing)	SL/LH
c.	Park Lane Verges/Cycle path upgrade/line painting/drainage (ongoing)	LH/SL
d.	Village Hall Management Committee – marketing/action plan/processes investigation (ongoing)	JD/SEM
e.	Arrangement of new councillor training (ongoing)	SEM
f.	Rod Scammell resignation – quotation from Brookfield (SM)/exact location & frequency and grass cutting reimbursement query for CC (SL) (ongoing)	SL
g.	Cambridgeshire Building Society Account – Change of signatories/address etc (ongoing)	SL
h.	Flooding Park Lane/Madingley Rd – KC/FP enquire as to landowner/SL to contact (ongoing)	KC/FP/SL
i.	Publicise for volunteers for village clean-up/Great British Spring Clean email (ongoing)	JD
j.	Buckingham Palace Garden Party Nomination RESOLVED	SL
k.	Progress of new members for the Village Hall Management Committee/KC handyman duties/EP represent DDPC at committee meetings (Ongoing)	KC/EP/JD
l.	Recruitment of volunteers for village Speed watch team (Ongoing)	SL/JD
	Boundary and fencing at Cotton Fields	TSH