Draft until signed

Minutes of Dry Drayton Parish Council (DDPC) Meeting Tuesday 3rd November 2020 at 7.30pm, via virtual Zoom meeting online

Present: S Lander (SL) (Chair), E Pyle (EP) (Councillor), T Houlihane (TSH) (Councillor), K Cullen (KC)

(Councillor), S Aldersley (SA) (Councillor)

Attending: S Etherington-Meech (SEM) (Clerk/RFO), Cllr L Harford (LH) (County Councillor), Cllr D Delacey

(DDL) (District Councillor), Cllr T Bygott (TB) (District Councillor), 4 members of the public

1. To Accept Apologies for Absence

An apology was received from Cllr J Dolan due to work commitments.

2. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda No declarations of interest were declared.

3. To Agree to hold a Public Forum

No items were raised under the public forum, however, Les Waters (resident) thanked DDPC and Cllr L Harford for their efforts in continuing to press for progress with the cycle path.

4. To Approve the Minutes of Meeting held on Tuesday 6th October 2020RESOLVED that the minutes of the meeting be approved and signed by the chairman as a true record.

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

All items were ongoing, except for the following:

6.2 – SL advised that wig wags were due on 30^{th} October 2020, however, work was postponed and is now scheduled for 20^{th} November 2020

6.7 – SL advised that he received a letter before the meeting from the owner of the Old Rectory and was informed that the property is boarded up to prevent vandalism and that ongoing works are to be carried out with a heritage consultant and newly appointed architect. SL highlighted that it should be queried as to who exactly the specialists are and the timescales that will be involved, SL advised he would reply and report back. TSH noted that no activity had yet been seen and that Listed Building Consent would be required before works could commence.

6.13 – EP advised that she believes some changes to lights in Cotton Fields have occurred, however, SL will check other lights in the parish and report back.

6. To Accept a Report from County and District Councillors

LH report – see Appendix 3 – LH advised that further to her report she had received confirmation that the Select and Collect service would be able to continue and so would the opportunity to book IT to use the technology.

DDL report – see Appendix 4 – DDL advised that today further to his report the civic affairs committee effectively decided that SCDC will have a final say on the extent of Northstowe parish, the number of councillors to be appointed and when the parish will come into operation. He also asked if DDPC would like him to make a representation for them in relation to 6.12 (verge management), SL agreed for DDL to make representation and clerk is to forward the original email to DDL for him to chase this up. DDL noted his sadness to hear of ClIr Peck's resignation.

TB – see Appendix 5 – further to his report TB highlighted that yesterday the first fully electric bin lorry was in operation.

7. To Discuss Planning Matters

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

- a. Applications received for consideration no applications have been received
 It was advised that a planning application was received for Duck End Farm after the agenda
 was produced and the clerk has requested an extension for comments until after the next
 parish council meeting on Tuesday 1st December 2020.
- b. Decisions received from South Cambs District Council
 - i. 20/03023/FUL Irwin Centre, Scotland Rd CB23 8AU- Extension to provide extended and additional office units and the provision of an onsite cafe and new car parking area on former agricultural land – extension for comments 9th October

amended application with a reduction in the proposed number of car parking spaces. GRANTED.

c. To discuss a judicial review for the Irwin Centre – feedback from Cllr L Harford SL explained that following discussions with LH a judicial review would be a very expensive process and it would not be acceptable for parish monies to be used for this purpose, however Action SL agreed to draft and circulate a letter of complaint to the planning department to highlight our dissatisfaction regarding their processes.

8. Matters for discussion/correspondence received

a. To discuss if any feedback or a meeting has been arranged with Pegasus re: housing development consultation

SL advised that following the last parish council meeting a meeting took place with Andrew Hodgson (AH) from Pegasus and himself, SA and Cllr J Dolan and a subsequent meeting with AH with SL and LH attending.

Further to the meetings SL advised that Pegasus are concerned that they will not get support for their proposal from DDPC, SL advised that he made it clear that DDPC are unable to support an application if parishioners are not in support and that there would have to be compelling reasons to move forward from that position. SL has pushed to try to see all comments that Pegasus have received following the consultation as SL only received eight letters containing comments and Pegasus have received in excess of thirty which they have advised contain ten positive statements of support. Pegasus advised that they have already made their pre-application and SL stated that it is clear that this was made within days of the consultation ending. It is not expected that a positive response will be received from SCDC, however, Pegasus will then make a full application.

SL advised that during the discussions it was highlighted and recommended to Pegasus that if housing does go ahead it must be at the top of the exemplar for sustainability, have less housing and not big executive houses but family orientated properties, Pegasus took note and agreed to investigate. Concerns over wildlife and habitat were also raised by DDPC and it was suggested that the hedgerow perimeter be gifted to DDPC if the development goes ahead. SL highlighted that Pegasus are of the opinion that if the village is to support their application this might protect them from other sites in the Call for Sites list being put through, however, SL made it very clear that Pegasus cannot guarantee that and DDPC raised the point at the meeting of Cotton Fields being included in the Call for Sites and that this is an obvious area and target for development.

SA confirmed that AH stated that 29 units are proposed at present with the maximum number and break-even point being 20 with a mix of 2, 3 & bedroom houses, 40% being affordable, using a niche developer to produce a high quality product. SA explained that one of the reasons Pegasus have given for the development is to consider family housing as a way to send children to the unutilised primary school, however, SA highlighted the tenuous link between family homes being built and occupied by families that can use the school. LH concurred that there is no proven or natural link between housing market and child yield, however, there is a proven link between affordable housing and child yield due to the allocation of affordable housing. SL advised that Pegasus are adamant that they will be going for a set number of houses with which alterations cannot occur, however, SL stated that DDPC and the parish must be absolutely certain that this is the case. Pegasus have advised that they would like to come back to speak at a parish council meeting and SL is to decide which meeting will be best for them to attend.

b. To provide an update re: the illegal traveller encampment on the old A14 slip road SL advised that the travellers moved on within a few days of the last parish council meeting, however, the area still requires clearing up and for this Highways will require specialist cleaners.

c. To discuss drainage issues at the bottom of Long Lane and if a quotation for chippings has been obtained

SA offered some rubber chippings for this purpose, however, councillors agreed that they were reluctant to use these as they are not an eco-friendly, sustainable, or biodegradable option. **Action** - EP agreed to liaise with KC to confirm what is required and to then obtain quotations for chippings later in the week. SL agreed to produce a risk assessment and to discuss with the landowner delivery of the chippings to the entrance of Scamblers field.

- d. To discuss the collection of allotment rents for in the current Covid-19 climate
 SL thanked Graham Carter greatly for his efforts to ensure that all rents were collected for the allotments and delivered to him.
- e. Cllr Houlihane to provide feedback from his attendance at the East West Rail Route forum with Anthony Browne MP

TSH advised that he has attended three meetings/forums with different organisations in relation to this item since the last parish council meeting. One meeting organised by Barton Parish Council invited parishes north of A603 to attend and discussed concerns as to how the Cambridge Approaches lobbying group is putting their case forward and as to how representative they are of all parishes affected and have been very active in drawing up potential routes between Bourn and Great Shelford. TSH advised that East West Rail (EWR) are just restarting their work and are carrying out surveys to identify potential routes although they have confirmed that they will still be in the area identified in the last consultation and will presenting routes early next year whilst taking into account fifteen different impact assessments, they would like to know if there are any local issues that they need to be aware of and TSH believes that there is not anything significant in the area to raise.

SL advised that another email has since been received from another lobbying group requesting input from DDPC, SL stated that he feels it is important for DDPC to engage and they have offered to attend a parish council meeting to discuss further. TB highlighted that EWR have advised that there is no way that they would consider any route into a Cambridge North station as it would mean that would not be able to run a train into Cambridge and then onto Ipswich or Norwich without backing the train out of Cambridge and there is not enough capacity on the section through Cambridge station up towards Ely, EWR want all trains to go through in one direction. SL asked LH, DDL and TB to note that there is no strategic plan with so many separate schemes and that it is impossible for small parishes to keep on top of issues with no compromise or help from anybody and with so many agendas it proves very difficult to protect rural communities such as Dry Drayton.

f. To discuss delivery of the MVAS unit and to agree whom is to take responsibility for the unit

SL advised that he took delivery of the MVAS unit that was received as part of our 19/20 LHI application, SL proposed that the unit is passed to Graham Carver (Community Speed Watch Co-ordinator), all councillors agreed, unanimous decision RESOLVED.

g. For info – the Covid-19 grant received from SCDC in relation to funding for the Dry Drayton support group

SEM advised that DDPC have applied for this grant and it will be between £100-£400 depending on the size of the parish, SCDC have confirmed receipt of the application but no monies received as yet.

h. To discuss resident email that has been circulated to Highways & County & District Councillors re: flooding/blocked gully outside of Solways, Scotland Rd SL advised that DDPC have been copied into an email in relation to matters that been reported several times, LH has attempted to get this dealt with, however, the resident has advised that they will initiate legal action if the issue is not rectified, SL advised that this issue is above the remit of DDPC. LH advised that both her and the resident have yet to receive a

response from Highways, a response should be received within 10 days which is 9th

November. The resident did advise LH that he meet with Highways when looking they looked at the problem, however, LH advised that all works by Highways with drainage issues are reactive and not proactive and there is a cohort of county councillors that are unhappy with this and are pushing for county wide action. SL asked LH if it was worth DDPC contacting Highways with their concerns and LH advised that if DDPC decide to write to them it would be best to address the Chair and Vice-chair of Highways and highlight that despite many reports and chasing they are getting nowhere.

i. To discuss the resignation of Cllr Fiona Peck

SL advised that Cllr Fiona Peck recently resigned from DDPC and that SEM has published a notice of the vacancy and if no election is called then co-option can take place at the next parish council meeting in December.

9. Consultations – No consultations to discuss

10. Finance and Policy

a. To accept account review to date and bank reconciliation

Bank reconciliation (see Appendix 2) and finance spreadsheet were circulated to all councillors before the meeting, DDPC RESOLVED to accept and approve the accounts and bank reconciliation.

- b. To advise of payments received
 - i. HMRC VAT reclaim 2019/20 £1,026.55
- c. Payments made between 6th October 2020 and 3rd November 2020
 - Brookfield Groundcare Cut 7 of 10 £360.00 All councillors agreed payment RESOLVED. Payment approved online by SL and JD. Public Health Act 1875, s.164; Open Spaces Act 1906, ss.9 and 10; Commons Act 1899
 - ii. **PC Window Cleaners Bus Shelter Cleaning £15.00** All councillors agreed payment RESOLVED. Payment approved online by SL and JD. *Local Government (Miscellaneous Provision) Act 1953, s.4*
 - iii. ICO Annual Direct Debit for Data Protection Registration £35.00 All councillors agreed payment RESOLVED. Direct Debit mandate completed by SL & JD. Local Government Act (LGA) 1972, s.143

d. Payments to hand

- i. S Etherington-Meech Period 7 Overtime & Expenses £74.20 All councillors agreed payment RESOLVED. Payment to be approved online by SL and JD. LGA 1972, s.112
- ii. SLCC Clerks CILCA qualification registration £205.00 All councillors agreed payment – RESOLVED. Payment to be approved online by SL and JD. LGA 1972, s.112
- iii. CAPALC Planning Webinar (Sept 20) Clerks Training £30.00 All councillors agreed payment RESOLVED. Payment to be approved online by SL and JD. LGA 1972, s.112
- iv. CAPALC HR Forum Training for Clerk (Nov 19) £37.50 (£25.00 agreed) All councillors agreed to pay £25.00 which is a third of the full invoice for this training as the clerk was working for three parishes at the time of this training. Action Clerk to instruct CAPALC to invoice Madingley Parish Council for a third of the full invoice RESOLVED. Payment to be approved online by SL and JD. LGA 1972, s.112
- v. **Direct debit verification for clerks' pension £1.00** All councillors agreed payment RESOLVED. Payment approved online by SL & JD. *LGA 1972, s.112*
- vi. This invoice was received after the agenda was produced Brookfield Groundcare Cut 8 of 10 £360.00 All councillors agreed payment RESOLVED. Payment to be approved online by SL and JD. Public Health Act 1875, s.164; Open Spaces Act 1906, ss.9 and 10; Commons Act 1899
- e. To discuss old outstanding invoices received from CAPALC for training of councillors

 SEM advised DDPC that CAPALC have contacted her with some outstanding invoices dating back some time that relate to councillor training sessions. SEM is aware that Cllr Dolan did

not attend the sessions in the invoice and has therefore asked CAPALC for more information and clarification before the invoices are paid.

f. To discuss the 2021/22 budget and setting of precept

SEM has produced a draft budget that was circulated to the councillors before the meeting, DDPC are to review the draft budget before the next parish council meeting so that it can be finalised and the precept set.

g. To consider bank signatories for Lloyds and update on the closure & transferring of the savings accounts

SL advised that following her resignation Fiona Peck is to be removed from the Lloyds bank account and ClIr Aldersley is to be added. SEM advised that when she logged on to the Lloyds account the other day it had an option to apply for a Lloyds savings account, DDPC resolved that the clerk should investigate and if not difficult set up to go ahead so that once the savings are closed down monies can be transferred into Lloyds.

11. To accept notices and matter for the next agenda

No notices or matters were advised

12. Date and time of next meeting - Tuesday 1st December 2020 at 7.30pm

Further meeting dates were resolved by DDPC – Tuesday 5th January 2021, Tuesday 2nd February 2021 & Tuesday 2nd March 2021

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.

There were no items discussed that required exclusion of the public and press

Meeting closed at 9.15pm

Signed	 	Ch	airman
0			
Dated	 		

Appendix 1

Action Report/Ongoing Issues

6.1	2021/22 LHI Application for Oak Crescent (ongoing)	SL/LH	
6.2	2020/21 LHI and Legacy Fund (Pam Hobson) update on progress of works		
6.3	Park Lane Verges/Cycle path upgrade/line painting/drainage (ongoing)		
6.4	Quotation from Brookfield/exact location & frequency and grass cutting reimbursement query for CC (SL)/"listed to cut" info (SEM) (ongoing)		
6.5	Landowner contact re: allotment fencing		
6.6	Drift clearance/tidy up in front of fence at Pettitts Lane/tidy up of footpaths – progress		
	for working party		
6.7	Old Rectory Windows concerns (ongoing)	SL	
6.8	Recruitment of volunteers for village speed watch team (Ongoing)		
6.9	Draft letter re: hedging/signage 'Pathfinder' Long Distance Walk		
6.10	Village Hall Management Committee Meeting Attendance Update	KC	
6.11			
6.12	SCDC - Road verge management – more info received?	SEM	
6.13	Progress on LED upgrade to streetlights		
6.14	4 Progress with scheme for loneliness/vulnerable in parish		

DRY DRAYTON PARISH COUNCILOct 20 – Nov 20 Bank Reconciliation

	£
Lloyds current account on 1st October 2020	£23,303.68
Less payments presented from 1st October 2020 to 1st November 2020 3 online payments, 2 direct debits and 1 standing orders	£922.95
Plus, receipts presented from 1st October 2020 to 1st November 2020	£1,026.55
1 bank giro credit received	
Closing bank account on 1st November 2020	£23,407.28
Less outstanding payments not yet subtracted	£0.00
Balance carried forward at 1 st November 2020	£ 23,407.28

Plus, NS&I Investment Account as at 1st April 2020	£5,174.03
CBS S106 Account as of 1st April 2020	£7,060.61
	£35,641.92
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Notes:		

Sarah Etherington-Meech

RFO

2nd November 2020

Appendix 3

Cambridgeshire County Councillor's Report Dry Drayton Parish Council - 03 November 2020 meeting

Finance

It's that time of year when the county council is again looking to set its budget for the next financial year. Following the challenges of the first half of this financial year, it is clear that there is a significant funding gap. Consequently the council has now written to the government offering options of financial flexibility to meet future budget demands, as well as directly requesting further funding. Over the last four years the council has worked closely with local MPs to campaign for a fairer funding deal for the county. This resulted in a good level of one-off support in advance of a government promise of a full spending review. However, as councillors approach this year's budget setting round, they may be facing a stark choice between either taking potentially drastic measures to bridge this Covid-19 related gap, or an unacceptable rise in local taxation. In his letter the leader of the council asks the government to take decisive action to support local services.

in February, Cambridgeshire County Council agreed a business plan and budget for 2020-2021 that reflected a positive and healthy short and medium term financial position. Thus it was not only able to set a balanced budget for 2020-2021 but also had a clear and achievable position for the year 2021/2022 with savings of just £4.2m needing to be made to balance a total budget of £650m. However, less than six weeks later the whole of the UK was in lockdown. As the implications of the pandemic hit, the council immediately took a central role in coordinating the response of public services across the county as they all tried to manage the complex public health and economic consequences. The council is now asking government to recognise the hard work that went into that effort and its financial impact, and to do what it needs to, so that the council can continue to deliver the services that its residents expect and need.

Health & Social Care

Despite the fact that numbers of Covid-19 cases [although rising] are still relatively low in South Cambridgeshire, as we all know, a nationwide second lockdown now beckons. The prospect of isolation for many of those living alone against a backdrop of short days, and weather that does nothing to encourage outdoor activity, won't be welcomed by many residents who live alone. I know the parish council has already discussed how to replace the many community activities that are available in more normal times but the new lockdown will prevent even some of these taking place. I have recently been speaking to a great local organisation called Care Network about the challenges of loneliness and social isolation. I can offer contact details to the parish council if it wants to discuss the resources that are available through Care Network. Please let me know if you would like me to make an introduction for you.

Highways

There are three outstanding highways issues, all drainage related, that I have requested an update on from our local highways officer. Unfortunately he only returned to work late last week and, in case my first email to him is now lost among the many that will have come in during his absence, I have sent him the request again and will update you at your meeting with any response that I receive. The three issues are:

Oakington Road/Park Street - jetting of drains.

Park Lane - promised investigation into the cause of almost perpetual flooding at the junction with Madingley Road.

Scotland Road - cutting of grips

The latter issue has been raised again by both a parish councillor [thank you for the very helpful report] and a resident who has previously reported the issue on line. The parish councillor's report supports the local view that cutting grips alone will not resolve the current issue and I have asked for an officer response to this.

Education

The details of the forthcoming lockdown are also being reviewed by the education service. The county council's Director of Education [DoE] continues to provide supportive daily communications for all headteachers. Following Saturday's announcement an overarching guidance document was released by the government and the DoE has asked for clarity on key issues including some that relate to how schools will support teachers who are in the clinically extremely vulnerable [CEV] group. The current advice that all those in the CEV group should work from home. This will obviously also have an impact on staff numbers in school and thus the way that the school manages its education offer.

In September the Department of Health and Social Care agreed to supply PPE to Education Services free of charge. Hopefully this will save schools some money and also the time that would otherwise be spent on sourcing PPE. The council will be providing an appropriate distribution process.

I accepted an invitation this month to attend a Zoom budget briefing given by the DoE for headteachers and school business managers which was extremely well attended. Despite an existing funding proposal there is concern about government funding for the forthcoming year particularly around the allocation for Special Educational Needs & Disabilities.



Libraries

I have already received an enquiry about how libraries will operate during the new lockdown particularly as schools and universities will remain open and thus demand from the student population will still be there. The county council is still awaiting full guidance from government on this but, despite the fact that it will stop progress on a limited browsing option that was being considered, there is some optimism that the Select and Collect service will be able to continue.

Household Recycling Centres

The government guidance received so far seems to indicate that Household Recycling Centres will be permitted to remain open during lockdown.

I look forward to seeing you all at your meeting tomorrow evening.

Lynda - <u>lyndaharford@icloud.com</u>; 01954 251775/07889 131022; follow me on Twitter: @2whit2whoo



Appendix 4

We have just announced the arrival of our first all-electric waste lorry as part of our drive to reduce emissions and air pollution. At 400,000 it is more expensive than its diesel counterparts but the whole-life costs should be lower, quite apart from its other benefits.

The consultation on the planning white paper has now closed and as well as endorsing the Council's response I submitted my own, which I shall happily forward on request.

The University is proposing to disband the Board which manages the Eddington site and replace it with a new Board to manage all the University estates. There was a formal Discussion on the proposals at which I spoke. It was an opportunity to expose some of the many failings of the current management of the Eddington development, and I hope that whether or not the new Board is approved the University will address them.

I have been preparing for the Civic Affairs Committee which takes place on 3 November, and which will look at the bullying issue remitted to it from Council. I am hopeful that the proposed motion will be acceptable to all sides. We shall also establish the new Parish of Northstowe, a very contentious issue for the parishes around the development.

As Chairman I was due to plant a memorial tree to commemorate the 75th anniversary of the end of the second world war; it is not clear whether this will now be possible in the imminent lockdown.

Douglas de Lacey

District Councillor's Report - Cllr Tom Bygott

District Council unlawfully withheld Parish Precepts

It has been confirmed by South Cambridgeshire District Council's Administration that in April this year, when parish councils were contacted to be told that the District would need to delay some of the payments to the parishes, the District Council had no legal powers to do so. The legislation states that 50% of a parish's precept must be paid to the parish within one month of the start of the financial year. Opposition District Councillors were informed after the parish councils had been contacted.

Some of my colleagues raised the legality of this but never felt that they had a satisfactory answer. This led to the Lead Cabinet Member for Finance making a statement at September's Full Council meeting on the matter. This can be viewed on the SCDC website. Whilst I appreciate we are all living through difficult times, if we as non-executive members of the council could see that what was happening was unlawful then there is no reasonable excuse for cabinet members not to have been aware. Below is a link to The Local Authorities (Funds) (England) Regulations 1992 for more information about the payment requirements and interest on late payment of funds:

https://www.legislation.gov.uk/uksi/1992/2428/contents/made.

Civil Parking Enforcement

At September's full council meeting, a motion was passed for the District council to look into taking over parking enforcement. South Cambridgeshire is one of only 13 authorities in England that does not have Civil Parking Enforcement (CPE). With the level of serious crimes that our police force is dealing with, it is understandable why they cannot devote a large portion of their time to parking problems. If the District council were able to enforce parking within its area, it would have a real chance of tackling local parking problems.

This motion had cross party support and it gives the possibility that something can be achieved to reduce the parking misery faced by many of our residents, mproving the lives of those most seriously affected. The Government is also consulting on extending CPE powers to include parking that obstructs the pavement. The consultation, which closes on 22^{nd} November 2020, can be found at:

https://www.gov.uk/government/consultations/managing-pavement-parking/pavement-parkingoptions-forchange.

Note that the enforcement of existing laws and the creation of new parking restrictions are separate issues. We will need to pay close attention to ensure that having a civil enforcement power does not create an incentive to introduce new restrictions purely to raise revenue or to extend the reach of the 'nanny state'. The point is that having regulations that are not enforced creates a situation of lawlessness, and this erodes the civic fabric of our society.

National Test and Trace Support scheme

Residents receiving certain benefits can now apply for a new Test & Trace self-isolation support payment of £500 if they lose income as a result of not being able to work.

The Government recently announced the new payment, aimed at helping make up for any lost income people face due to having to stay at home and self-isolate, and tasked local authorities to have this in place by 12 October, with payments backdated to 28 September.

To be eligible for the self-isolation support payment you must meet all the following criteria:

- you are claiming at least one of the following benefits: Universal Credit, Working Tax Credits, incomerelated Employment and Support Allowance, income-based Jobseeker's Allowance, Income Support, Pension Credit or Housing Benefit,
- you have been asked to self-isolate by NHS Test & Trace because you have tested positive for
 coronavirus or have been in close contact with someone who has tested positive,
 you are
 employed or self-employed, and
- you cannot work from home and will lose income as a result.

An NHS Test & Trace ID number, bank statement, and proof of employment or self-assessment returns will need to be provided. Payment is sent within three working days.

Applications can be made at: https://www.scambs.gov.uk/coronavirus/self-isolation-payment/

More information can be found at:

https://www.gov.uk/government/news/new-package-to-support-and-enforce-self-isolation

Cllr Tom Bygott cllr@bygott.net

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