

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 6th April 2021 at 7.30pm, via virtual Zoom meeting online

Present: S Aldersley (SA) (Vice-Chair standing in as Chair in Cllr Lander's absence), E Pyle (EP) (Councillor), T Houlihane (TSH) (Councillor), K Cullen (KC) (Councillor), E Wickham (EW) (Councillor)

Attending: S Etherington-Meech (SEM) (Clerk/RFO), Cllr L Harford (LH) (County Councillor), 9 members of the public

1. To Accept Apologies for Absence

Apology for absence due to personal reasons accepted for Cllr Lander

2. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda

SA declared an interest in Item 10.3 (To discuss the responsibility of 3-4 trees on the verge outside Duck End, Park Lane) due to land ownership at Duck End, however, the item was resolved prior to the meeting and no discussion was required.

3. To Agree to hold a Public Forum

SA opened the public forum, the only item raised was in relation to re-wilding of verges in the parish, it was advised that Cllr Harford would cover this item during her report under Item 8.

Clerk received an email from a resident to advise that some comments they had made at the meeting of 2nd March 2021 were missing in relation to the last point of Item 4 on the minutes. The text was *'There will have been 25 new dwellings built over the past 2 years in the Village. None of these are on this list of Rural Exception site houses since these were not built in the Green Belt and none of them have been 'affordable'. No doubt there will be pressure to put more housing in the village on the Green Belt designated land'*.

4. To consider applications for one casual vacancy

No applications have been received.

5. To Approve the Minutes of Meeting held on Tuesday 23rd February 2021 and 2nd March 2021

It was RESOLVED by all councillors that the minutes of both Tuesday 23rd February 2021 and 2nd March 2021 be approved and signed by the vice-chairman as a true and accurate copy of the meeting.

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

6.1 – It was advised that unfortunately DDPC has been unsuccessful in their LHI application for Oak Crescent parking. It was agreed that DDPC will investigate re-applying in the next cohort and monitor for a closing date. **Action** – SA to produce an article for the village newsletter and for residents of Oak Crescent to advise of the unsuccessful application and to request resident views but to make it clear that there is not much flexibility for options, and it must be a feasible project. LH suggested DDPC have a discussion with the project engineer who was at the panel meeting to address what influenced the panel scoring to help them when applying again.

6.2 – TSH advised that he is meeting with Highways tomorrow to point them to the correct placing for the bollards.

6.3 - Ongoing issue

6.4 – Action – DDPC resolved for the clerk to request that Brookfield Groundcare reduce the number of grass cuts per year from 10 to 9 and request that no grass cuts are made until after May. Item to be removed from action list.

6.5 - Works are being carried out and to monitor if further works are required and respond accordingly.

6.6 - SA requested that this item be removed from the action list as it is recommended that the Speed watch Team carry out their own recruitment.

6.7 – SA to raise this item with Cllr Bygott at the May meeting

6.8 – No update

6.9 - EP to attend AGM for the Village Hall later in April

6.10 – Item to be removed while DDPC await certificate of completion from SCDC

6.11 – EP still no online access to Lloyds – **Action** – Clerk to send forms to EP for online access

7. Chairman's Report

The chairman was absent from the meeting; however, he did advise that he had produced an article in the latest village newsletter.

8. To Accept a Report from County and District Councillors

For LH report see Appendix 3 – In addition to her report LH suggested that DDPC put forward a small area of verge in the parish for the rewilding pilot scheme project previously discussed, LH will speak with the appropriate officers for their support to help progress the site. SEM advised LH that the verge outside The Laurels/50a High Street was the area for consideration by DDPC at their last meeting, DDPC instructed LH to proceed with this location.

9. To Discuss Planning Matters

a. Applications received for consideration

- i. 21/00480/HFUL – Summerleas, Scotland Road CB23 8BX - Construction of new double garage and conversion of existing garage into kitchen area including a new bay window, external side door and rear doors – extension for comments to 9th April 2021**

It was RESOLVED by a unanimous vote that no comments were to be made for this application.

- ii. 21/00593/HFUL – 57 High Street - Two storey rear extension with first floor balcony, new entrance porch infills and new external finishes – extension for comments to 9th April 2021 – neighbouring resident comments for consideration**

DDPC received feedback from neighbours in relation to this application. It was RESOLVED by DDPC through a unanimous vote to object to this application for the material considerations of overlooking/loss of privacy as the proposed balcony will completely overlook the two neighbouring properties. SA raised the importance of residents logging their comments directly with Greater Cambridge Planning.

- iii. 20/02159/FUL – Cambridge City Crematorium – Amendment - Construction of a new surface car park to serve the crematorium accessed directly from the new access road and erection of a new single-storey cafe building with associated landscaping scheme – closing date for comments 13th April 2021**

It was RESOLVED by a unanimous decision that there have been sufficient improvements to the plan, therefore, no objections, although a comment is to be added to reply to request a condition is applied for the installation of electric car charging points at the proposed site.

- iv. For info only – 2 Old Rectory Drive – Works to TPO trees**

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

10. Matters for discussion/correspondence received

- 10.1 To discuss the premises licence application for Strawberries and Creem festival and feedback from the hearing on 1st April 2021**

EP advised that she attended the hearing on behalf of DDPC, the hearing was exceptionally long, and a decision would normally have been made today, however an extension was requested due to the Easter weekend, therefore, DDPC will have to await a response.

- 10.2 For info - Email received from Cambridgeshire Constabulary for Tom and Mani - PCSO to PC**

- 10.3 To discuss the responsibility of 3-4 trees on the verge outside Duck End, Park Lane**

This matter was resolved prior to the meeting.

- 10.4 To discuss the Great British Spring Clean – 28th May – 13th June 2021**

A socially distanced litter pick was suggested with participants encouraged to participate in their family groups/bubbles over a period of a week. **Action** - SA to produce an article for the newsletter/village email distribution/village Facebook page promoting the event. LH advised that South Cambs District Council (SCDC) supply bags and additional pickers and will collect rubbish if it is left in an obvious safe place on verges.

- 10.5 For info - 28th July 2021 – NALC Planning White Paper seminar**

- 10.6 Acknowledgement of involvement in the Village Meal Scheme now that it has ended**
SEM advised that she included in settlement of the Village Meal Scheme invoice to the school a letter that thanked Ms Arnold, Mrs Hegan and Mrs King for their assistance in the meal scheme. Dry Drayton Primary School and DDPC also thanked Cllr Lander for his

involvement in the scheme. DDPC advised that now that shielding has been lifted the initiative is no longer available but would be reconsidered if there are restrictions in the future.

10.7 A428 Black Cat to Caxton Gibbet Road Improvement scheme to discuss representation at pre-examination stage

It was raised by TSH that an issue that should be considered in a representation is the prohibition/restriction of work traffic using Scotland Road and passing through the parish.

Action – SEM to enquire as to how DDPC manage to provide their representation.

10.8 To discuss Zero Carbon Communities Grant – Round 3 – community buildings, nature, other projects – deadline for applications 30th July 2021 - £1,000-£15,000

Cllr Lander advised SA that he received a message from the Woodland Trust saying they will probably put a request in for this relating to the nature aspect and would be interested in working with other village groups.

10.9 For info - Cllr Wickham to provide feedback from the Gypsy/Traveller session attended

EW advised that he attended this session and is now awaiting a toolkit to help the parish to take issues forward in the future. He explained that the primary ambition of the scheme is for all parishes to have some kind of pre-empted system in place so there is a way of engaging in an appropriate manner if and when a situation occurs in the future. **Action** – EW to consider drafting a plan once the toolkit is received.

10.10 To discuss the urgent action required in relation to fencing at the allotment

Cllr Lander investigated this issue last year with Cllr Dolan and a request was received from Graham Carter for the fencing to be erected on the outside of the allotments and not within boundary and for this contact with the adjoining landowner was required. TSH advised that fencing would be most effective if erected within the boundary of the allotment at the edge of the wildlife area. The fencing is now progressing as SEM and himself have contacted the landowner and they have confirmed via email that they do not object to the fencing, therefore TSH has purchased the fencing in order for works to be completed as soon as possible. **Action** – TSH and SA to meet with Graham Carter at the allotments to move this item forward and KC offered to assist with erecting the fencing.

SEM advised that there has also been an issue with a leak on the stop tap at the allotments and she is liaising with the water board to get this issue rectified.

10.11 Virtual council meetings – email from SCDC writing to local MP to support continuation (Cllr Pyle)

DDPC and SEM understand and discussed the difficulties that DDPC face once the current temporary legislation for virtual meetings ends on 7th May. **Action** – SEM to complete the Government Call for Evidence Survey on behalf of DDPC.

10.12 To discuss UK Power Networks works at the allotments and email received from resident

TSH explained that UK Power Networks (UKPN) commenced work on the Friday before Easter to create a concrete pad for a transformer which had been agreed with UKPN in 2020 as the current electricity pole was deemed unsafe. A neighbouring resident of the allotments raised concern with UKPN and DDPC that this new location for the transformer is right next to their fence as opposed to being currently on a pole some way from ground level and by relocating by around 8-10 metres it will be next to their property. At the resident's request UKPN have now halted works on the site and TSH has requested a site meeting for him and SA with UKPN and the concerned residents and expects a mutual meeting date to be set after the Easter holidays.

The concerned residents attended the meeting and SA allowed them to briefly speak. The residents highlighted that they feel disappointed that the parish council did not consult them in relation to this issue as it affects them directly. Explaining that they understand that the pole must come down, but they do not understand why the transformer cannot be located in this same position. They also advised that they feel DDPC were rather slow in getting the works halted. SA explained that DDPC will carry out further investigations into this matter

and will feedback accordingly. The residents explained to DDPC that they believe they facilitated the purchase of the allotments by DDPC by buying land for their gardens in order for DDPC to raise money and now feel hurt with this situation in relation to the transformer. SA assured the residents that would never have been the intention of DDPC and that they are trying to work for the benefit of all residents of the parish.

10.13 For info – Cambridge Independent article in relation to Mayor’s plan for new garden villages to pay for metro

11. Consultations

11.1 Waterbeach Neighbourhood Plan – deadline for comments – 20th April 2021

It was suggested by TSH that although this plan is outside of the local vicinity for DDPC to need to comment, DDPC should look to understand relevant issues of the plan for their own reference.

11.2 Independent Audit of the Cambourne to Cambridge Better Public Transport Project – deadline for comments 23rd April 2021

TSH believes the only thing to note in relation to this item is the assumption that Scotland Farm seem to assume a requirement for both park and ride and retail facilities. LH urged DDPC to respond and **Action** SA to review the documents.

12. Finance and Policy

- **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.
- **To advise of payments received – No payments received**
- **Payments made and agreed via email between 26th February 2021 and 29th March 2021**
 - i. **Dry Drayton Primary School – Community Meal Scheme - £156.00 – Local Government Act (LGA) 1972, s.139 (1).** Was slightly over £200 received from Covid-19 grant – Cllr Lander has offered to cover the difference.
 - ii. **Clerks Salary & Pension (Period 11) - £454.02 – LGA 1972, s. 112**
 - iii. **Haven Power – Streetlighting Energy (Feb 21) - £27.85 - Parish Councils Act 1957, s.3; Highways Act 1980, s.301**
- **Payments to hand**
 - i. **Clerks Expenses – Period 12 – £13.00 – SA proposed, EP seconded, and all councillors raised their hands to agree to payment RESOLVED. Payment to be approved online. LGA 1972, s.112**
 - ii. **CAPALC – Councillor Training for Cllr Wickham (Inv 2439) - £75.00 - SA proposed, EP seconded, and all councillors raised their hands to agree to payment RESOLVED. Payment to be approved online. LGA 1972, s.175**
 - iii. **Parish Online – Annual Subscription - £40.50 - SA proposed, EP seconded, and all councillors raised their hands to agree to payment RESOLVED. Payment to be approved online. LGA 1972, s.143**
 - iv. **This item was received after the agenda was produced – Hosted email 7 June 21-May 22 - £151.20 – EP SA all agreed - SA proposed, EP seconded, and all councillors raised their hands to agree to payment RESOLVED. Payment to be approved online. LGA 1972, s.142**
 - v. **This item was received after the agenda was produced – Website hosting and support - £210.00 – EP SA all agreed - SA proposed, EP seconded, and all councillors raised their hands to agree to payment RESOLVED. Payment to be approved online. LGA 1972, s.142**
 - vi. **This item was received after the agenda was produced - Cllr Houlihane – Fencing reimbursement for allotments - £182.49 - SA proposed, EP seconded, and all councillors raised their hands to agree to payment RESOLVED. Payment to be approved online. Small Holding and Allotments Act 1908 ss. 23 25**
- **To discuss instruction of LGS Service for the 20/21 internal audit**

RESOLVED by unanimous decision for DDPC to instruct LGS Services for the internal audit for the financial year 2020/2021.

- **To discuss payment of the CCC invoice for the MVAS & wigwags and whether works have been fully completed and lights are now in full working order.**

SEM advised that Donald O'Shea at Highways is liaising with the contractors that installed the wigwags and once resolved he will advise the clerk in order for the payment to be made.

13. To accept notices and matter for the next agenda

- Broadband
- East West Rail Consultation

14. Date and time of next meeting – Tuesday 4th May (Annual Parish at 7pm & Annual Parish Council Meeting at 7.30pm)

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 for discussion where the public or press need excluding

Meeting closed at 9.34 pm.

Signed.....Chairman

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	SL/LH
6.3	Park Lane Verges/Cycle path upgrade/line painting/drainage (ongoing)	SL/LH
6.4	Brookfield quotation/exact location/frequency & grass cutting reimbursement query (CCC)	SL/LH
6.5	Update on maintenance at Pettitts Close corner to Oakington Rd/Park Street/Footpath & flooding at bungalow outside the school	LH
6.6	Recruitment of volunteers for village speed watch team (ongoing)	SL
6.7	Draft and circulation of a complaints letter to planning re: processes	SL
6.8	Update on the Pegasus consultation for a new development	SL
6.9	Village Hall Management Committee Meeting Update	EP
6.10	Progress on LED upgrade to streetlights	DDPC/SEM
6.11	Update on bank signatories and online access to bank account	SL

Appendix 2

DRY DRAYTON PARISH COUNCIL

March 2021 Bank Reconciliation

	£
Lloyds current account on 28 th February 2021	£32,753.10
<u>Less</u> payments presented from 28 th February 2021 to 31 st March 2021 <i>3 online payments, 2 direct debits and 2 standing orders</i>	£1,209.27
<u>Plus</u> , receipts presented from 28 th February 2021 to 31 st March 2021 <i>No payments received</i>	£0.00
Closing bank account on 31 st March 2021	£31,543.83
<u>Less outstanding payments not yet subtracted</u>	£0.00
Balance carried forward at 31st March 2021	£ 31,543.83

Notes:

Sarah Etherington-Meech

RFO

6th April 2021

Appendix 3

Cambridgeshire County Councillor's Report Dry Drayton Parish Council - 06 April 2021 meeting

We've all just had an Easter weekend of very variable weather during which we have been able to enjoy some small new freedoms. From 29 March the government allowed a slight relaxation of the lockdown rules which meant that groups of up to six people or two households could meet outdoors whilst maintaining social distancing. Whilst this is good news and reflects the hard work that the vast majority of people have put in during lockdown to allow us to reach this point, we are all still being reminded to continue to stick to the rules that are in place and to follow the 'hands, face, space and fresh air' guidance.

Incidence rates remain relatively stable across all areas of Cambridgeshire. South Cambridgeshire remains below the national average and showed a -17% change in case numbers in a report issued at the end of March making it the lowest of any area in the county. You can view the latest case rates for Cambridgeshire on a daily basis using the Government data website:

<https://coronavirus.data.gov.uk/details/cases?areaType=utla&areaName=Cambridgeshire>

An important recent change is that anyone who records a positive LFT [lateral flow test] will now be required to take a follow up PCR [polymerase chain reaction] test. This provides an additional check in the effort to control the spread of Covid-19. More details about tests can be found at: <https://bit.ly/3fNOMHf>

The number of patients being treated for Covid-19 in our hospitals and the number of people dying from the virus is now, thankfully, much lower than earlier in the year.

The roll-out of the Covid-19 vaccination programme is continuing to progress well. The latest statistics on vaccine delivery for local authorities in Cambridgeshire are available under the 'weekly data' heading on [Statistics » COVID-19 Vaccinations \(england.nhs.uk\)](https://www.nhs.uk/statistics/covid-19/vaccinations)

Financial support is now available to parents who need to take time off work to look after children who are self-isolating. Details at: <https://bit.ly/3fJi7Jc>

Transport

The government recently announced allocation of £3bn for 'a greener bus revolution' aimed at improving bus services. The Mayor has subsequently announced that he has secured £100,000 for the Cambridgeshire & Peterborough Combined Authority [CPCA] area to begin work on delivering a reformed service.

Since he took office in 2017, the Mayor has devolved responsibility [and budget] for transport to the county council. That responsibility includes provision of public transport, including contracted local bus services, community transport and concessionary travel. From 01 April 2021 devolution of that responsibility ended and is now the direct responsibility of the CPCA. I understand that current bus service arrangements will remain unchanged. The Combined Authority's Local Transport Plan policies commit it to increasing the take-up of public transport in rural areas as well as our towns and cities. The Authority has established a bus reform programme which is developing a business case for using public subsidy in new and more effective ways to deliver bus services to more people and communities. This could potentially involve franchising or quality partnerships with bus companies. £13m has been budgeted to be spent in 2021/22 on supporting bus services in Cambridgeshire and

Peterborough. Whilst the majority of bus services are run by the providers on a commercial basis, the number of supported bus services in this area is increasing. In the last year four new subsidised services [including to rural areas] have been introduced. A pilot of a new demand responsive transport scheme has also been commissioned in West Huntingdonshire.

This work is going on against a background of Covid-19 and its impacts on bus services. Government guidance included avoiding the use of public transport which reduced the number of passengers using buses by as much as 80%. The CPCA is currently working with bus companies on plans to ensure a recovery in services and passenger numbers once the Covid-19 restrictions are lifted.

Another priority consideration in any reshaping of public transport is the legal target to reduce carbon emissions to net zero by 2050. This will inevitably impose significant costs on the bus sector. At the moment electric buses cost twice as much as diesel vehicles and upgrading the bus fleet to zero carbon standards will require significant investment. The Campaign for Rural England has suggested that higher bus subsidies could be paid for by repurposing road building funds but bus subsidies mainly require annual revenue funding, while road building funds are capital expenditure. The road schemes promoted by the CPCA include, among their aims, support for economic growth, the reduction of congestion and improvements in road safety. To complement those objectives, its Local Transport Plan policies also aim to deliver better rural bus services.

Adult Social Care

This year the county council's budget included an increase in the adult social care budget of over £20m. 2021/22 will see an increase from a net budget of £141.4m to £161.8m. Similar to councils across the country, Cambridgeshire County Council's Adult Services has faced pressures for a number of years. Wage costs and the increasing complexity of needs are just two of the factors contributing to this but, despite these challenges, the county's adult services generally benchmark as low cost with good outcomes.

2020/21 started with a balanced budget with no un-mitigated pressures carried forward from the previous year. However, the financial and human impact of Covid-19 on the service has been substantial. As previously reported it is anticipated that there will be at least a 10% increase in spend required. A large proportion of this will be funded by new grants or by the NHS, as part of national financial arrangements for hospital discharges. However, additional to this, the council is having to make investment into the care market to ensure stability and sustainability. A major element of that investment is the 10% resilience payment made to most providers of adult social care during much of the first quarter of the year. This payment was to fund personal protective equipment [PPE], additional staff costs, increased cleaning regimes and other similar pressures that providers faced. For the council this impacted on delivery of savings programmes and, at the end of January, Adult Services were forecast to be £8.9m [4.7%] overspent, although that was an improvement on the position as forecast in December. The financial impact of Covid-19 though will continue to be felt into the next budget year and prudential management of some of the NHS funding [up till March] includes allocating some of it to offset the effects in 2021/22.

Communities

Cambridgeshire Local [formerly Think Communities] is continuing its efforts to develop the new working model that is intended to embed services more firmly in the community. New members of the team have now taken up their posts, and partnerships with agencies across many different sectors have continued to grow. The council's focus on effecting positive change in relation to Cambridgeshire residents' social mobility has sharpened, whilst work to deliver support to those affected by the pandemic also continues. The council's determination

to improve social mobility is supported by its recent partnership with a team from UCL Institute for Innovation & Public Purpose, to understand more about food poverty in Cambridgeshire. It is acknowledged that food poverty is an issue that has grown during the pandemic, as has the number of people experiencing financial hardship. It is hoped that this research will support the design of a policy that will most effectively tackle these issues.

Education

The hard work of teachers and support staff during the pandemic cannot be over-estimated. That work continues since the return of all children to school and the local incidence of Covid-19 is being very well managed.

Initial reports suggest a general feeling of relief among the great majority of parents about children returning to school. It is to be hoped that this will make a real difference to family stress and to the mental and emotional wellbeing of young people in particular. There were increasing demands for support from families struggling to cope with behaviour in the home as lockdown continued. Young people's workers have been reporting increasing anxieties among young people who have talked about a growing sense of isolation and of missing their friends. The return to school will hopefully have a swift impact in addressing issues such as these. It is likely though that there will be some increased demand for support and services for children, young people and their families even after school attendance returns to normal. Being out of school for the best part of a year is bound to have an impact on children's ability to undertake classroom learning, and some children will have fallen further behind than others. These are additional factors that must surely serve to increase pressures on teaching staff. The education service will be carefully monitoring the situation.

Household Recycling Centres

From 1st April until 30th September all sites will be operating for the longer summer opening hours. Details: <https://bit.ly/3uoJhcc>

Management of the sites continues to require maintenance of two metre social distancing and the booking system for all users remains in place at Alconbury, Bluntisham, Milton, St Neots and Thriplow sites. Information on booking: <https://bit.ly/3fM1ite>

Some monitoring of the time residents actually spend at the sites has, where possible and safe, been taking place and this has led to the ability to increase capacity for bookings. Every week approximately 1,100 residents book a slot and then don't use it or cancel it. 300 - 400 residents still turn up each week without making a booking. This currently allows site staff to apply a light touch with regard to enforcing the booking rule but this may not always be the case, and the safest way to ensure against a wasted journey, is to book a slot. Residents are also asked to ensure that they do cancel unwanted appointments to allow them to be reused.

I look forward to seeing you all at your meeting. Please do contact me at any time with any questions or comments either by email or phone.

Lynda Harford

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- ✔ Stick to meeting others outside
- ✔ Meet up in groups of no more than six people or two separate households
- ✔ If you can't keep 2m apart, use your face covering

Stay safe this Spring

111 2020-2021 #ThisSpring 111 2020-2021

DRAFT