

Draft until signed
Minutes of Dry Drayton Annual Parish Council (DDPC) Meeting
Tuesday 4th May 2021 at 7.30pm, via virtual Zoom meeting online

Present: S Aldersley (SA) (Chair – elected under Item 1), 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), 15 members of the public

Dry Drayton Annual Parish Meeting overran; therefore, this meeting did not commence until 7.39pm

1. Election of Chair

RESOLVED that Cllr Aldersley be elected as Chairman ^(Prop TSH, 2nd EW, unanimous) Cllr Aldersley signed the declaration of acceptance of office.

2. Election of Vice-Chair

Cllr Simon Lander had advised SA and SEM that he was prepared to stand for Vice-Chairman, and CAPALC had confirmed that this was possible even if he was not in attendance at the meeting.

RESOLVED that Cllr Simon Lander be elected Vice-Chairman ^(Prop EW, 2nd KC, unanimous).

3. To Accept Apologies for Absence

Apology for absence was accepted from Cllr Simon Lander for personal reasons.

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

Cllr Aldersley declared a pecuniary interest in Item 11.a) v) – Planning Applications for consideration – Duck End Farmhouse (SA owns property/land at site - Duck End Barns) and also for Item 13.1 - East West Rail (EWR) consultation because if the northern route goes ahead the railway line will cross farmland that he owns. However, it was agreed that as the whole parish is likely to be against the proposal for the northern route SA would remain in the meeting for the discussion of this item.

5. To Agree to hold a Public Forum

The following were raised by members of the public

- It was highlighted that during the parish council meeting held in May 2020, Cllr DeLacey noted that that the ten-house development at 65 Pettitts Lane had been contentious and assured parishioners that South Cambs District Council (SCDC) would do their best to ensure that the properties were built in accordance with the plans. It was raised by the public that there has been no response or reassurance from SCDC, and the public questioned if there will be a post construction audit completed that will be available for parishioners. No District Councillors were in attendance, therefore, SA invited LH to contribute. LH said that she believed this would be covered through building regulations and not planning. LH suggested parishioners contact SCDC if they have concerns over works not meeting what was permitted so Enforcement Officers can come out to investigate, however, the public believe experts should be checking developments and not residents. This issue is to be referred to both Cllr Tom Bygott and the newly appointed district councillor for the ward. It was requested by SA that this issue be included on the next agenda for a follow up.
- It was raised by the public that DDPC publicise a petition against the EWR consultation, encouraging residents to promote that the parish is against plans for a northern route. SA advised that this item will be covered later in the agenda, however the following had been carried out:
 - Leaflet drops to all homes in the parish to raise awareness of the project
 - Article produced by TSH for the parish newsletter
 - Activity and information published on the village Facebook page
 - A petition organised by a resident that currently has just under 500 signatures
- The public requested that outstanding Section 106 monies were added to the next agenda for discussion in relation to how much was in the fund, if the deadline for spending was imminent and if there were any projects that maybe supported with the monies. Also highlighting that more money may soon be received for the Church Farm and Pettitts Lane developments. SEM was able to confirm that £7,920 of Section 106 monies were held in the bank account and some monies were received in 2012 so the 10-year limit for spending was getting close. There was a brief discussion during when the budget was set at the January

meeting, however, it was agreed for this item to be further investigated and added to the next agenda for discussion.

6. To consider applications for one casual vacancy

No application/s have been received. **Action** - SA to put an article in the village newsletter to promote the vacancy.

7. To Approve the Minutes of Meeting held on Tuesday 6th April 2021

RESOLVED that the minutes of the meeting on 6th April 2021 be approved and signed by the chairman as a true and accurate record (Prop SA, 2nd TSH, unanimous).

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

Appendix 1

8.1 Ongoing issue, no update

8.2 Nothing has been circulated SA to liaise with SL for an update.

8.3 Ongoing issue, no update

8.4 EP attended the Village Hall Management Committee (VHMC) AGM and advised that the village hall is very close to re-opening. It maybe possible for the parish council to hire the hall before 21st June, however, DDPC must consider Covid secure measures and SA advised a Covid risk assessment would be required. SEM advised that an issue that DDPC will have if they meet before the 21st of June 2021 is that no members of the public can be excluded from parish council meetings and a venue must be able to hold as many members of the public as possible for an example to SEM advised that 22 participants were in attendance at tonight's virtual meeting.

A churchwarden was invited by the chairman to participate and it was advised that the church has a capacity to hold in excess of 30 people and therefore offered the church as a potential solution for holding the next parish council meeting.

8.5 TSH advised that himself and KC erected the fencing around the allotments at Easter and believe it has been successful for keeping the deer out, Graham Carter requested that a thank you from the allotment holders was noted in this respect.

The following was discussed in relation to the location of electricity transformer at the allotments:

- In August 2020 DDPC signed a wayleave agreement with UK Power Networks (UKPN) for the siting of a transformer at the back of a property on Pettitts Lane and there were covenants in place at the time that restricted the erection of the transformer. However, DDPC did not have sight of the old documents relating to the covenants. Work progressed as far as siting a pad for the transformer before works were halted and a stay of execution was granted.
- Following the last parish council meeting and concerns raised by neighbours, SA and TSH became involved and email correspondence has occurred between SA, TSH, three neighbouring properties and UKPN and they all attended an onsite meeting on Wednesday 28th April 2021 where a new location for the pad and transformer was agreed. SA is required to sign an amended wayleave agreement on behalf of DDPC for the newly agreed location.
- The transformer is necessary to feed the newly constructed houses on Pettitts Lane and if the new wayleave agreement is not signed, UKPN have the fallback position of making the existing pole more stable for an upgraded transformer which is sited a number of metres above ground. This is both unsightly and a potential hazard.
- On 30th April 2020 DDPC received an invoice from UKPN with the amended wayleave agreement for £5,869.98 for the variation to works originally agreed by DDPC in August 2020. SA agreed to liaise with UKPN to request flexibility of the invoice amount.
- SA allowed a member of public to speak at this point and it was questioned as to whether the developer at Pettitts Lane would be forthcoming to contribute to the invoice as this matter would not have arisen if the houses had not been developed there. In response SA advised that this was discussed previously on-site last week, and the developer has already paid for the original works and would therefore be paying twice for the works, SA said he could try and EW queried if an advance of Section 106 monies could be suggested for this purpose, **Action** SA to follow up.

- SA allowed a resident affected by this matter to speak at this point and as an architect the amount of the invoice was believed to be excessive. SA confirmed again that he would question the invoice amount. However, the public raised concern over the works being pushed back or UKPN putting the transformer back on the poles if the invoice is not paid. It was confirmed by two neighbouring residents that they would consider contributing to the invoice to move things along and to account for the expense other residents had incurred through legal costs with this matter. However, they were not expecting a sum in the region of £6,000.
 - After attending the meeting with UKPN and neighbouring residents of the allotment, TSH and SA believe DDPC has no option but to sign the new wayleave agreement for the amended location. SA proposed that in the interest of moving this matter forward the new wayleave agreement is to be signed and returned to UKPN and the invoice amount to be challenged. RESOLVED ^(Prop TSH, 2nd EW, unanimous) the new wayleave agreement for the revised site to be signed by SA on behalf of DDPC and returned to UKPN but without prejudice to payment of the invoice.
 - SEM is to seek legal advice from CAPALC and Zurich in relation to all these matters discussed.
- 8.6** SA advised that LH kindly wrote an article for the village newsletter and parish Facebook page in relation to the unsuccessful LHI application for Oak Crescent. LH advised that she has also requested the dates for the next round of LHI applications but has not received a response yet. KC advised that he has spoken to a resident of Oak Crescent who will assist to move this matter forward in the future.
- 8.7** SA proposed sending an article in relation to a village litter pick to Les Water and the village newsletter for circulation. SA now has possession of hi visibility jackets and litter pickers.
- 8.8** Ongoing issue - SEM to submit comments before June 2021
- 8.9** Cllr Lander, SA, EW & EP are all bank signatories, however, EP still requires online access.
- 8.10** Following the last parish council meeting in April, SEM sent a request to Brookfield to not carry out any cuts during April and May and to ensure that the rewilding area is not cut at all.
- 9. Chairman's Report**
SA advised a report from Cllr Lander was read out at the APM and there was nothing more to add.
- 10. To Accept a Report from County and District Councillors**
LH advised that she had no written report as council business had been low over the last month due to the upcoming elections. However, LH did highlight the following:
- LH has felt sadness that some residents have contacted her in relation to East West Rail (EWR) and have interpreted that the local MP is supporting the southern village campaigns, LH has drawn this matter to his attention. However, Anthony Browne MP has clarified on many occasions that his position is not that he supports the northern route against the southern route but is supporting the southern villages in their request to have the northern route assessed in exactly the same way as the other two options. LH has made her own position clear to Stephen Barclay (Chief Secretary to the treasurer), her own MP and the Mayor that she does not believe that the case has been sufficiently made for any of the routes and also speaks for Cllr Tom Bygott to oppose any suggestion of a northern route.
 - LH raised the perpetual struggle of the public in relation to drainage along Scotland Road. LH explained that it has been an effort to ensure that two items are included in the 2021/22 budget, however, maintenance monies for footpaths has been significantly increased together with increased budget for drainage. Since the beginning of April 2021, Cambridgeshire County Council (CCC) have been deploying twice the number of vehicles and are going back to a policy that sees regular scheduled maintenance with all gullies in every village around the county being maintained over the next two years, starting with the properties most at risk of being flooded. LH advised that she was disappointed to see where the Bar Hill division sits on the schedule with work likely scheduled around the end of 2021 or beginning of 2022, however, LH will attempt to get the schedule changed and works carried out in the village sooner. LH requested a special thanks to Simon Miller as he has struggled to get the issues with the culvert on Scotland Road sorted.
 - LH highlighted that she is appalled that DDPC has tried for a response from planning regarding various aspects of the planning process without any success and suggested if DDPC

have no response from the planning director or his team they write to the Chief Executive as it is unacceptable.

11. To Discuss Planning Matters

a. Applications received for consideration

- i. **21/01035/FUL – St Giles Cricket Club - Construction of two-lane artificial cricket nets with retractable frame for netting – deadline 7th May 2021**
RESOLVED (Prop TSH, 2nd SA, unanimous) no objections or comments.
- ii. **21/01061/FUL - Land East of Park Lane & South Side of Madingley Road Dry Drayton - Construction of American barn, horse walker, exercise track around outdoor arena and associated works – deadline 7th May 2021**
RESOLVED (Prop SA, 2nd EP, unanimous) objection to this application due to the size of the development as it was felt by DDPC that vehicular access and screening needs to be improved within the application given the volume and increases in traffic the proposal will create. However, it must be noted in DDPC response that although this is an objection, DDPC do support the concept/principal of the proposal.
- iii. **20/02789/CONDA – Springhill Stables - Submission of details required by condition 2 (Biodiversity Enhancement) and 3 (Surface Water Drainage) of planning permission 20/02789/FUL – For information only**
- iv. **21/01225/HFUL – 67 Park Street – Erection of a garden room to the rear – deadline for comments 18th May 2021**
RESOLVED (Prop TSH, 2nd SA, unanimous) support the application, no comments to be made.
- v. **20/04295/HFUL - Duck End Farm, Duck End Farmhouse - Side extension and front window/porch alterations. Internal alterations and relocation of detached garage – Revised scheme of development – deadline for comments 12th May 2021**
SA left the meeting. RESOLVED (Prop TSH, 2nd EP, unanimous) support the application, no comments to be made. SA returned to the meeting.

b. Decisions received from South Cambs District Council

- i. **Premises licence for Strawberries and Creem Festival – agreed**
This item was for information only.

12. Matters for discussion/correspondence received

12.1 To discuss email from Bottisham Parish Council (Chair) re: observations of Dry Drayton in relation to noise levels from the new road surface in relation to new A14 spur

It was discussed that DDPC do not have a consistent view in relation to this matter and it would be hard to judge during a time of Covid restrictions resulting in lower traffic flow.

12.2 To discuss broadband quality in the parish – whether PC would like to support a Community Fibre partnership – email from Cllr Lander

TSH advised that he placed an article in the village newsletter in relation to this matter and has received just five responses so far with all but one having good enough broadband at present, KC advised that his broadband has failed a few times just during this meeting. SA invited Les Waters to speak on this item and he advised that after spending around 6 years at Pettitts Close trying to get reasonable broadband and Openreach constantly giving excuses there is finally fibre going to the cabinet at reasonable speeds, literally in the last few days. SA requested that this matter is left on the agenda to see what response is received as DDPC cannot carry this forward without more responses.

12.3 To provide an update on the progress of the re-wilding project

LH has shared contact details with SA and he is awaiting a response from Debra at CCC in relation to advice for the re-wilding project in the parish, ongoing matter.

12.4 For info - Calor Rural Community Fund – deadline for applications – Thursday 6th May 2021

SA investigated this fund for the rewilding project but found out that it only applies to off grid communities, therefore, an application cannot be made.

12.5 To discuss an additional litter bins for the parish – see email from SCDC with costings

SA advised that an email was received from SCDC and an additional litter bin will cost in the region of £365.00 and around £3.00 a week to be emptied, Cllr Bygott is to investigate this matter, to be discussed with Cllr Bygott at the next parish council meeting

12.6 To discuss the email received from Cllr Harford in relation to Girton Interchange

SA invited LH to speak on this matter. LH advised that when she emailed DDPC she was expecting to meet with the local MP and colleagues in relation to lobbying for getting this matter back on the agenda, however, the meeting was cancelled. The local MP is working hard to get this matter back on the next tranche of National Highways England. LH would like to know if DDPC have any concerns, anything that may have been missed, strong feelings about how the design etc might look so that they can be fed in to make sure Dry Drayton are represented. SA suggested the possibility of an article being included in the next newsletter.

13. Consultations

13.1 East West Rail (EWR) second consultation – expires 9th June 2021 – to consider comments received from Cllr Naughton at Madingley Parish Council, David Rutherford re: impact of Varsity rail and all other relevant emails received in relation to the EWR consultation

TSH drafted and circulated a response prior to the meeting and shared the response on the screen during the meeting (See Appendix 3). TSH advised that EWR still has the position that the northern route is not cost effective and as many residents as possible need to respond in agreement and put reasons forward for supporting that assessment. TSH and SA have liaised with many local parishes of the northern route in relation to this matter, however, TSH highlighted that responses need to be considered individually. A meeting should soon be scheduled between Anthony Browne, EWR and the northern villages and when the date is confirmed this will be circulated.

RESOLVED ^(Prop SA, 2nd KC, unanimous) acceptance of the draft and for SEM to submit the response to EWR on behalf of DDPC.

14. Finance and Policy

a. To accept account review to date and bank reconciliation

The end of year (2020/21) bank reconciliation (see Appendix 2) and finance spreadsheet were circulated to all councillors before the meeting, RESOLVED ^(Prop SA, 2nd EP, unanimous) to accept and approve the accounts and bank reconciliation.

b. To advise of payments received

i. South Cambs District Council – 1st precept payment - £8,087.50

c. Payments made between 29th March 2021 and 28th April 2021

i. VisionICT – hosted email and website - £151.20 & £210.00 (agreed at meeting of 6th April and authorised for payment on due date 6th May 2021) - LGA 1972, s.142

ii. Cllr Houlihan – reimbursement of allotment fencing - £182.49 (agreed 6th April) - Small Holding and Allotments Act 1908 ss. 23 25

iii. Salary/Pension/Allowances (Period 12) - £573.10 - LGA 1972, s.112

iv. Salary/Allowances (Period 1) - £543.40 - LGA 1972, s.112

v. Haven Power – Streetlighting Energy (Mar 21) - £32.66 - Parish Councils Act 1957, s.3; Highways Act 1980, s.301

d. Payments to hand

i. VisionICT – Operation Forth Bridge Website Adjustments - £42.00

RESOLVED ^(Prop SA, 2nd EP, unanimous) for payment to be made, payment to be approved online - LGA 1972, s.143

ii. Brookfield Groundcare – Cut 1 - Inv No 12984 - £360.00

This invoice was issued before the clerk had informed Brookfield Groundcare to reduce cuts until June 2021. RESOLVED ^(Prop SA, 2nd EP, unanimous) for payment to be approved online – Public Health Act 1875, s.164; Open Spaces Act 1906, ss.9 and 10; Commons Act 1899

iii. Clerks Period 1 - Postage and Mileage expenses - £23.89

RESOLVED ^(Prop SA, 2nd TSH, unanimous) for payment to be made, payment to be approved online – LGA 1972, s. 112

iv. Received after agenda produced – LGS Services – Annual Audit Fee - £90.00

RESOLVED ^(Prop SA, 2nd KC, unanimous) for payment to be made, payment to be approved online – *LGA 1972, s.111*

e. **To review and approve the final year accounts, bank reconciliation, Annual Governance & Accountability Report (AGAR), exemption certificate and all supporting documentation for 2020/21**

All documents were circulated to all councillors prior to the meeting, as neither DDPC income or expenditure for 2020/21 exceeded £25,000 AGAR Part 2 was completed.

- The Annual Internal Audit Report was presented, reviewed, and accepted by DDPC, there were no actions required, however, it was noted by the internal auditor that the inspection period of the accounts for 2019/20 was only for 29 days and not 30 as there was a bank holiday in August, a majority of councils made the same error as the inspection period is usually during July and not August
- The Annual Governance Statement for 2020/21 (Section 1 of the AGAR) was presented and read to councillors by SEM. The assembled Council members answered accordingly, and SEM completed the form prior to signature. SEM to pass copy to Chairman for his signature.
- The Accounting Statements for 2020/21 (Section 2 of the AGAR) were presented by SEM. RESOLVED ^(Prop SA, 2nd EP, unanimous) to approve the Accounting Statement for 2020/21. SEM to pass copy to Chairman for his signature.
- The Certificate of Exemption was presented and read aloud to councillors by SEM including the qualifying criteria, all councillors agreed that DDPC met the qualifying criteria for 2020/21 and the certificate was signed by SEM (RFO). SEM to pass copy to Chairman for signature.
- The Explanation of Variances and bank reconciliation for 2021/21 were presented and read aloud by SEM (RFO) and approved by all councillors.

f. **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 – debt invoice received**

SEM advised DDPC that she has been receiving debt notices for this matter and yet the equipment is still not working, Donald O'Shea (Highways/CCC) has been chasing contractors to complete these works but with no joy. SEM has emailed CCC debt team today to advise that DDPC are unhappy to keep receiving letters for outstanding monies and are not willing to pay their invoice until the equipment received is in full working order. LH has also responded to the debt team to highlight that threats of legal action are unacceptable when works are not fully completed.

g. **To review and approve Standing Orders with the 2020 amendments**

RESOLVED ^(Prop SA, 2nd EW, unanimous) approval and adoption of the Standing Orders with 2020 amendments. It was noted that the Standing Orders state that all council policies should be reviewed at the Annual Meeting, however, with such a full agenda due to being the last virtual parish council meeting it was agreed by DDPC that the policy reviews should be adjourned to a meeting later in the year.

h. **To review and approve the Asset Register for 31st March 2021**

RESOLVED to approve the Asset Register for 31st March 2021.

i. **To discuss and approve delegated powers to the clerk**

DDPC felt that the delegated powers for spending within the current Financial Regulations and Standing Order would be adequate to cover from when the virtual meetings legislation for parish councils ends on 7th May 2021 until hopefully restrictions are lifted on 21st June 2021. There were no other powers DDPC thought may need to be delegated to the clerk at present.

j. **To approve the purchase of Charles Arnold Baker book 12th edition – Aug 20 publication**

RESOLVED ^(Prop SA, 2nd KC, unanimous) £59.50 for a 50% contribution for purchase of the latest edition of Charles Arnold Baker book.

15. To accept notices and matter for the next agenda

16. Date and time of next meeting – TBA as virtual meetings will not take place after 7th May 2021

Due to legislation for parish councils to carry out virtual meetings expiring on 7th May 2021, a meeting with a minimal agenda was provisionally considered for Tuesday 1st June 2021 to be held at the village church. However, DDPC will have to see if further guidance is released after the 7th of May 2021 from NALC or CAPALC in relation to returning to face-to-face meetings. It was agreed that parish council meetings should continue on the 1st Tuesday of the month and clerk is to liaise with the village hall and church for their Covid-19 risk assessment documents.

Meeting closed at 10.09 pm.

Signed.....Chairman

Dated.....

DRAFT

Appendix 1

Action Report/Ongoing Issues

8.1	Park Lane Verges/Cycle path upgrade/line painting/drainage (ongoing)	SL/LH
8.2	Draft and circulation of a complaints letter to planning re: processes	SL
8.3	Update on the Pegasus consultation for a new development	DDPC
8.4	Village Hall Management Committee Meeting Update	EP
8.5	Update on the allotments inc. UKPN/transformer location and fencing	SA/TSH
8.6	LHI application for Oak Crescent and re-applying/article for newsletter	SA
8.7	Great British Spring Clean – circulate through media to promote event	SA
8.8	Completion of Government Call for Evidence Survey/virtual meetings– deadline June 2021	SEM
8.9	Update on bank signatories and online access to bank account	SEM
8.10	Brookfield – reduction in grass cuts until June 2021	SEM

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

Q1. Dry Drayton Parish Council supports the selection of route option E over a northern route into Cambridge, but we are concerned that many residents who would be affected by the northern route will assume that the conclusions reached in prior consultations mean they did not need to respond to this consultation. The consultation summary document does not show this route and only mentions it at the very end.

We are not persuaded that the simple technical solutions put forward by the CBBR campaign group would allow the route to cross under Madingley Road, the A1307, the A14, Cambridge Road in Oakington or the guided busway at Oakington. This would result in a significant embankment or viaduct which would have a profound impact on the local landscape, drainage and wildlife.

Although it may be possible to operate the northern route as a two track arrangement in the short term, we believe that a significant infrastructure project like this must be built with future expansion in mind and a four track arrangement must be factored into the impact assessment.

If the route passes close to Dry Drayton as indicated, there will be significant noise, and disruption of several local businesses. The woodland area recently purchased for use by the village would be completely destroyed.

Dry Drayton is surrounded by open spaces where local residents and visitors walk and enjoy the countryside. The value of this resource would be significantly diminished by a northern rail route into Cambridge. We are also concerned that the route would restrict the space available for wildlife to travel since the A428 and A14 already act as significant barriers.

Adoption of the North Cambourne site is more likely to lead to eventual development between the A428 and Dry Drayton, this would significantly reduce the visual separation between villages in this area and have a further detrimental effect on the village. The parish council is not supportive of the local plan proposals for the parish and regards the development as unnecessary.

There has yet been no analysis of the traffic flow impact from the proposed station locations, but we are concerned that the catchment area of a station at Cambourne North is more likely overlap with Cambridge North (so generating more car journeys) than a Cambourne South station (which will better serve residents who have inferior public transport opportunities today).

Finally, Dry Drayton has already been subjected to 4 years of significant disruption during the A14 upgrade and would again be significantly affected by the construction of a northern route, exacerbated by the additional disruption along the route as it enters Cambridge.

Q2. Dry Drayton Parish Council calls for the EWR line to be electrified or to use whatever battery technology is necessary to ensure the trains are carbon neutral.

Q38. 8, 2, 6, 9, 1 (Order or preference of routes)

39. No opinion for the optimum station at St Neots/Tempsford. Cambourne south is preferred for the following reasons:

- Shorter overall journey time.
- More direct route.
- Catchment area for surrounding villages better serves those who currently have inferior public transport choices to Cambridge and beyond.