

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 12th October 2021 at 7.30pm, at Dry Drayton Village Hall, High Street

Present: Cllr S Lander (SL) (Vice-Chair – Chairing in absence of the Chairman), Cllr T Houlihan (TSH) (Councillor), Cllr E Wickham (EW) (Councillor), Cllr S Vale (Councillor)

Attending: S Etherington-Meech (SEM) (Clerk/RFO), Cllr C Garvie (CG) (District Councillor), Cllr E Murphy (EM) (County Councillor), 2 members of the public

1. To Accept Apologies for Absence

Apologies accepted from Cllr S Aldersley (absent due to holiday), Cllr E Pyle (absent due to holiday), no apology received from Cllr K Cullen. Cllr T Bygott (District Councillor) sent his apologies.

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

A member of the public highlighted the following in relation to the Swifts Close development:

- Despite some properties in the development being sold subject to contract, all properties still remain unoccupied despite works completing two months ago. GCP have not provided any explanation.
- No response has been received from Charlotte Peet at Greater Cambridge Planning (GCP) following a meeting held at the development prior to the September meeting. SL confirmed that Cllr Aldersley had not received a response either from GCP and highlighted that there had been a lack of respect from Planning especially in relation to this development.
- There has been no update from GCP in relation to the concerns raised over the discharge of conditions at the development.
- It was requested by SL that CG obtains an update from Planning and escalates these issues higher. CG advised she has tried to ring GCP on numerous occasions and it always goes to answerphone. EM advised that she would be happy to join in the escalation process and assist CG in producing a joint letter.

4. To Approve the Minutes of Meeting held on Tuesday 7th September 2021

RESOLVED ^(Prop SL, 2nd TSH, unanimous) that the minutes of the meeting be approved and signed by the vice-chairman as a true and accurate record.

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

Following the last meeting it was resolved to apply for six free trees through the SCDC Zero Carbon Communities Initiative. A response was received advising that the application had been successful and DDPC were required to select trees and provide a delivery address (TSH volunteered to take delivery w/c 6th December 2021). DDPC noted a thank you to Mr Stamford for his advice on suitable trees and locations for planting.

RESOLVED ^(Prop TSH, 2nd SL, unanimous) to request bare-rooted trees, 4 x Prunus avium (Wild Cherry) to consider planting on the verges either side of the main road adjacent to the 30 mph signs and 2 x Acer Campestre (Field Maple) to consider planting on Long Lane. **Action** – Add to November agenda - confirmation of planting locations, volunteer request to plant trees and rota for care responsibilities.

6. Chairman's Report

No additional items to report.

7. To Accept a Report from County and District Councillors

Cllr Garvie Report – see Appendix 3

Cllr Murphy Report – see Appendix 4 – Further to her report EM highlighted her idea for a holistic approach to speed management in the parish. EM also informed DDPC of discussions she's had with James Broder at Highways in relation to a proposal for a quarterly session across the division to discuss highways issues, concerns, feedback etc. SL agreed that this would be a helpful and useful exercise.

8. To Discuss Planning Matters

- a. **Applications received for consideration – No applications received**
- b. **Decisions received from South Cambs District Council**

- i. **21/01035/FUL – St Giles Cricket Club - Construction of two-lane artificial cricket nets with retractable frame for netting. There is no change of use associated with this planning permission – Permission granted**
- ii. **21/02721/HFUL 7 High Street, Dry Drayton – Single storey side extension – Application decided as a delegated decision – permission granted**

9. Matters for discussion/correspondence received

- 9.1 To agree the figures on the LHI application for 2022/23**
RESOLVED (Prop SL, 2nd TSH, unanimous) to proceed with the 2022/23 application with a £4,700.00 contribution from DDPC towards the estimated project cost of £19,700.00 (to be factored in the next budget).
- 9.2 To discuss grass cutting contract and obtaining tenders for 2022**
SL deferred this item to the November meeting.
- 9.3 To discuss councillors making use of the village website and displaying councillor photos**
Cllr E Pyle suggested councillors display photos of themselves on the parish council website for the benefit of members of the public and village groups. All councillors agreed to move this forward and aim to have councillor photographs and bios uploaded on to the parish council website for January 2022.
- 9.4 To discuss the gate that is in disrepair on the way to the A14**
SL explained that this issue had been raised previously and that highways did agree to replace the gate but not until the cycle path is built. Therefore, it was agreed for EM to investigate with Highways the removal of the gate as it was discussed that it was unsightly and not in use.
- 9.5 To discuss the Community Gritting Scheme – application deadline 31st October 2021**
It was agreed by the councillors that no application is to be made.
- 9.6 To discuss arrangement of an Autumn Litter Pick**
Cllr Aldersley advised prior to the meeting that he put an article in the October newsletter requesting volunteers and no one has come forward yet. SL and SV offered to assist Cllr Aldersley with a litter pick in the Autumn.

10. Consultations

- 10.1 The Ox-Cam Arc Spatial Framework Consultation – deadline for comments 12th October 2021**
SL to respond to the consultation after the meeting with the following comment. *'DDPC do not consider that the questions within this questionnaire allow proper consultation. It appears that the decision to proceed is taken and the views of residents and community organisations, such as Parish Councils is of little or no interest to you. A full and detailed consultation is required.'*
- 10.2 Gamlingay Neighbourhood Plan – deadline for comments 23rd November 2021**
SL deferred this item to the November in order for a response to be considered.

11. 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, RESOLVED (Prop SL, 2nd EW, unanimous) to accept and approve the accounts and bank reconciliation.
- **To advise of payments received**
 - i. **SCDC – 2nd instalment of precept for 2021/22 - £8,087.50**
- **Direct debits and standing orders paid between 1st September 2021 and 30th Sept 2021**
 - i. **Haven Power – Streetlighting Energy from 01/08 – 31/08 - £4.46** (Parish Councils Act 1957, s.3; Highways Act 1980, s.301)
 - ii. **ICO – Annual Data Protection Registration - £35.00**
- **Online payments made between 1st September – 30th Sept 2021**
 - i. **Dry Drayton Village Hall – Hall Hire for 5th Oct (2 hrs) - £14.00**
 - ii. **Brookfield Groundcare – Cut 6 of 10 (Inv 13246) - £360.00**
 - iii. **Salary/Pension/Expenses/Overtime (Period 5 & 6) - £899.50**

- **Payments to hand**
 - i. **Came & Company (now Gallagher)– Annual Insurance Premium - £563.55 – Clerk to report on increased premium and obtaining quotations**
SEM circulated a report to the councillors prior to the meeting. As Ecclesiastical are no longer providing the scheme that DDPC have had for the past 3 years Pen Underwriting was the most competitive quote that Came & Company were able to provide. BHIB Insurance and Zurich were too busy to provide quotations and One Broker could only match the Came & Company quotation. The rise in insurance premiums across the sector is unexpected and DDPC could not have predicted the premium increases when setting the 2021/22 budget. Came & Company agreed to continue cover through Pen Underwriting on the condition that the premium is paid by the end of October.
RESOLVED ^(Prop SL, 2nd TSH, unanimous) to proceed with the Came & Company quotation through Pen Underwriting to ensure that DDPC has continuous insurance cover in place. Payment to be made and approved online.
 - ii. **CAPALC – Councillor Training for Cllr Vale (11th Sept) - £75.00 - RESOLVED** ^(Prop SL, 2nd TSH, unanimous) for payment to be made, to be approved online
 - iii. **SLCC – Clerk’s CILCA registration extension - £143.50**
SL proposed and all councillors unanimously agreed for this item to be deferred to the November meeting for further discussion. The clerk has resigned from her position with Graveley Parish Council and offered to pay the other half of the registration for £143.50. However, the councillors believe DDPC should consider paying the full amount and as payment is not required until the end of November DDPC would like to discuss this item further at the November meeting.
 - iv. **Brookfield Groundcare – Cut 7 of 10 (Inv 1026) - £360.00 - RESOLVED** ^(Prop SL, 2nd TSH, unanimous) for payment to be made, to be approved online
- **To discuss the opportunity of a bursary through CAPALC towards clerks training costs**
SEM explained that CAPALC have access to a bursary that can be used towards clerks training costs. SEM has enquired with CAPALC as to whether an application can be made for the bursary towards Item 11. e. iii and will inform DDPC in due course. DDPC agreed that they would be happy to make an application if they meet the eligibility criteria for the bursary.
- **To discuss an annual review of parish council policies – Financial Regulations and Risk Assessment and Management Policy**
RESOLVED ^(Prop SL, 2nd TSH, unanimous) for approval of the annual review of the Financial Regulations and Risk Assessment and Management Policy.
- **To discuss reviewing laws, procedures, processes, training, insurance, and a committee in relation to the allotments**
It was agreed by DDPC that this item is deferred to the next meeting as the clerk and chairman are due to attend allotment training in November.

12. To accept notices and matter for the next agenda

- Investigate ownership of the noticeboard outside the school
- GCP – local plan consultation

13. Date and time of next meeting – Tuesday 9th November 2021 at 7.30pm at Dry Drayton Village Hall

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 to discuss that required exclusion of the public and press

Meeting closed at 8.45 pm

Signed.....Chairman

Date.....

DRAFT

Appendix 1

Action Report/Ongoing Issues

5.1	Pursue repainting of white lines – RESOLVED – EM advised works completed	EM
5.2	Update on response from Charlotte Peet following meeting at Swifts Close re: complaints for planning and procedures – SCA is still awaiting a response from Charlotte Peet	SCA
5.3	Update on the Pegasus consultation for a new development – No update	DDPC
5.4	Village Hall Management Committee Meeting Update – Nothing to report	EP
5.5	To chase response to road surface & repairs for Pettitts Close – EM is still awaiting feedback on this issue	EM
5.6	Update on bank signatories and online access to bank account – RESOLVED - EP has online access to the parish council bank account	SEM/SA/EP
5.7	Update on follow up with Highways further to the meeting to discuss transport issues – see EM report – James Broder has contacted EM to suggest a quarterly meeting with parishes in the ward to keep updated of highways issues	EM
5.8	Detailed info on Section 106 projects from DDVH & Townlands Trust – No info has been received yet, Action - SCA to chase Townlands Trust and SEM to chase DDVH	SCA/SEM
5.9	Update on removal of dead oak tree and SCDC survey of trees – No update from CG. Action - CG to chase for an update and action	CG
5.10	Update on dangerous footpath between Hill View & Trinity Stables – see EM report – investigations with highways are taking place	EM
5.11	Contact Chris Turner (Speed watch) for details of MVAS locations and mounting equipment – Chris Turner has provided DDPC with the MVAS locations and details of the mounting equipment. RESOLVED ^(Prop SL, 2nd EW, unanimous) approval of the locations and mounting equipment. Action - Chris Turner to proceed with the suggested locations and purchase mounting equipment when required	SCA/SEM
5.12	Update on Strawberries and Creem Festival and dedicated phone line – The dedicated phone line was provided. However, EP reported that the event caused no issues for the parish	SEM/EP

Appendix 2

DRY DRAYTON PARISH COUNCIL
September 2021 Bank Reconciliation

	£
Lloyds current account on 31 st August 2021	£27,264.66
<u>Less</u> payments presented from 1 st September 2021 to 30 th September 2021 <i>3 online payments, 3 direct debits and 2 standing orders</i>	£1,312.96
<u>Plus</u> , receipts presented from 1 st September 2021 to 30 th September 2021 <i>1 BACS credit</i>	£8,087.50
Closing bank account on 30 th September 2021	£34,039.20
<u>Less outstanding payments not yet subtracted</u>	£0.00
Balance carried forward at 31st August 2021	£ 34,039.20

Notes:

Sarah Etherington-Meech

RFO

12th October 2021

Appendix 3

Dry Drayton Village

South Cambridgeshire District Report for Parish meeting 5 October

News from the District

The Local Plan

The public consultation, which will start on 1 November, will help to shape the final plan – which will eventually set out how Greater Cambridge will develop over the next twenty years. The proposals at this stage include 19 new sites for homes and business spaces, with the majority of extra development proposed for North East Cambridge and the Cambridge Airport site.

The proposals for the ambitious approach to meeting the environmental challenges facing the area have been praised– including tackling carbon emissions and increasing biodiversity. Planners were also commended for clearly highlighting that a lack of water supply could prevent development fully meeting the needs of the area.

The leader of the Council, in a letter to the MP, said “The Preferred Options paper for the emerging local plan makes it quite clear that water supply and water management is a major constraint and without sorting it out on a regional scale we will be unable to meet the need for houses for the current population, never mind future generations. Additionally, we are deeply concerned about the state of the chalk streams and only a proper water management plan will allow them to recover and thrive. I know you share these concerns and welcome any interventions you are able to make to ensure that the issue of water is comprehensively addressed at a regional scale”.

Consultation will start on 1 November and run for six weeks until 13 December.

Visit www.greatercambridgeplanning.org/localplan for more details, including a contact form where you can register to be informed about the consultation process. There is also an hour-long webinar that gives further details about the First Proposals, and the thinking behind them (available via the Council’s YouTube channels).

COVID

At the 1st October, 78 people in S. Cambs were in hospital which is a reduction on 2 weeks ago. There were fewer in ICU but the numbers are still fluctuating.

Of booster vaccinations - 7000 over-80s have already received their boosters. The Hospital Hubs are back up and running, and GPs and pharmacies are also giving boosters. They are trying to link them with flu vaccine appointments. The care home booster programme has started.

The booster is for people over the age of 50 who have had their second vaccine dose 6 months ago. All districts are above national average of infection except S. Cambs and City with steep increases in rates everywhere especially in under 60s. Vaccination of 12-15 year old children has started, but many primary aged children have Covid too.

We are still in a Major Incidence. The Local Health Protection Team has made a recommendation based on fact that we could be on the brink of a rapid increase - we should stay at this status for the

next 2 weeks with escalation criteria in place. Most COVID deaths are of people who were unvaccinated but 13% of deaths are still in double-vaccinated people, so we must still all take care.

Police

The demand is as pre Covid.

Still less burglary and theft but with the added complexity in mental health calls.

Black History Month.

I am pleased that for the second year running, South Cambs will be running a programme of events for Black History Month. This year we are joining forces with Cambridge City Council and all of the talks and events will be accessible through both councils' websites. The programme is looking very interesting. Please do tune in. Hopefully next year we will be able to run in-person activities as well.

Growth Fund

Because of South Cambs success in getting all the government's COVID grants out quickly and efficiently to our businesses they now have an additional sum of Growth Fund money to spend. The £1,383,610 is not for businesses to survive COVID, but for businesses that have survived to be able to grow and in so doing increase the number of people they employ, their turnover and their profits. So far £1,005,000 has been spent and this money has gone to 63 South Cambs businesses from a vast range of sectors, with grants ranging in size from £2,500 to £50,000. If you have a business with potential to grow, contact the council's business support team for advice and support to apply for your share of the remaining £378,610. (<https://www.scambs.gov.uk/business/grants-and-funding/>)

Electric Bin Lorries

South Cambs is moving forward with its commitment to be Zero Carbon with the purchase of 2 more electric bin lorries. These vehicles are expensive but the savings that are made on fuel together with the environmental benefits means that they pay for themselves in a relatively short time.

Christmas

I know it is early to be thinking about Christmas but I just want to give you a heads-up that South Cambs will be running a Christmas Market in Cambourne High Street. Further information will follow soon.

Corinne Garvie

District Councillor

Cllr.garvie@scambs.gov.uk

07780 932267

Appendix 4

Dry Drayton County Report October 2021

County-wide update

Huge challenges and financial problems for the new Joint Administration emerge as expert cross-party group reviews Council's position

The Local Government Association (LGA) conducted a Peer Review of the County Council over the summer. They spoke to more than 250 people including council staff, elected members and external stakeholders. The report is here:

<https://www.cambridgeshire.gov.uk/asset-library/Cambridgeshire-County-Council-Corporate-Peer-Challenge-Report.pdf>

The recommendations are wide ranging and include ensuring that the budget planning process for 2022/23 addresses the medium-term budget gap and incorporates contingency planning. There is a cumulative deficit of at least £64m and a need to review This Land to ensure it has a sound business model. It was considered important also to recalibrate member roles, behaviours and conduct. Pressure is continuing to publish more of the 'Farmgate' report. The Peer Review report emphasised the importance of learning lessons from it.

County Council Committee updates from September meetings:

Communities, Social Mobility and Inclusion Committee

- The Joint Administration team on the Communities, Social Mobility and Inclusion committee has now set up its own YouTube channel—see committee chair Cllr Tom Sanderson [here](#) talking about decentralisation, vice-chair Cllr Hilary Cox Condron [here](#) on domestic violence, and Cllr Firouz Thompson [here](#) on volunteers, apprenticeships, and inspiring the next generation.

Highways and Transport Committee

- [Civil Parking Enforcement](#) - Cambridgeshire County Council agreed to prepare an application to the Department for Transport to support Civil Enforcement Area (CEA) or Special Enforcement Area (SEA). The application will go in probably October 2022 as there is a great deal of planning and engagement to do prior to submission. For example there is to be a Designation Order for the introduction of CPE in Fenland, Huntingdonshire, and South

Cambridgeshire, and delegate the approval of Agency Agreements with Fenland, Huntingdonshire and South Cambridgeshire District Councils. There will also be a funding agreement with the Greater Cambridge Partnership to help fund the set up. This will help to unblock the problem of dangerously illegally parked cars but without the effective powers to enforce legal parking.

- Winter Service Plan 2021-22 – 2024-25 - new gritting plans were approved, on what was the hottest day of the year so far! The Council is now looking at a 4 year rolling programme, rather than year by year, and will invest significantly in new equipment which should help it cope with potential bad weather in winter.

Strategy & Resources Committee

- *External review of This Land to be undertaken*, to be complete by November. This Land pays commercial rates of interest on the loans of c £113m advanced to it by the Council, the expected net income council is due to receive in the current financial year is £6m. So far this year the company has repaid a loan, slightly ahead of schedule, of £2.04m and made interest payments totalling £1.06m.
- *Key questions for the review include*: Are the assumptions that This Land has made in its latest business plan reasonable and deliverable? Is there a clear understanding about the exposure to risk, particularly in the medium term? How could This Land adapt its plans to adjust its risk appetite or strategy? How could the firm quicken the pace of housing delivery and are there examples from other local authority related housing companies? Does This Land have the right skills, capabilities and expertise compared to a typical housing development company of this type?
- *Additional investment to speed up council's biodiversity agenda*. Investing more in seasonally dependent biodiversity projects will speed up progress on the new administration's climate change commitments. This new funding has been proposed to come from the existing transformation fund, following a recognition that there needed to be additional resource provided in year. The additional £109k will be used to undertake urgent and seasonally dependent site repairs and maintenance, plus beginning a biodiversity audit across the council's land which will help with the countywide 'doubling nature' agenda and the council's commitment to 20% biodiversity net gain. An ongoing allocation for biodiversity will be considered as part of business planning for 2022-27.

Adults and Health Committee

- *More residential and nursing care beds now in place* in the County to help people stay closer to their support networks. For the first time there is also an increase in beds available in the east of the county. Choice and control are the key benefits of the new contract awarded last year, achieved despite an incredibly challenging time for all concerned.

Dry Drayton news

White lines around the village are in poor repair

Since the last meeting of the Parish Council, County Council officers have made good white lines that needed urgent attention.

Road resurfacing in Pettitt's Close

Still awaiting feedback on this issue.

Dangerous footpath between Hill View and Trinity Stables

The Local Highways Officer has reported that the initial report was picked up another inspector who noted that there were no major defects evident with the surface of the footway, which perhaps explains their initial response. Since then a jetter has cleared the gullies one side of the road and at the time of writing he was waiting for the far side from the barn to be completed as well. Once this is done it will be possible to produce a proper report on the drainage run along this area.

While he was there he took the opportunity to check the footway and did identify some issues that he will look into further. For example the muddying of the footway is a result of the drainage issue that Oakington Road has historically suffered with the water covering the footway this leaves residue behind when it recedes/evaporates. But also there was a problem with 'verge creep' and so he will be raising with the contractor if it is possible to "side out" the footway to return it to its original width including any works required where the hedge needs cutting back. Once this is done he will have a much better idea of any further remedial works that maybe required. However he believed that widening the footway or raising it as suggested in the original report was not something that could be considered routine maintenance, and so might need to be considered as a highway improvement by the Parish Council at some point.

Follow up to meeting with County officers looking at whole village approach to traffic management

Summarising the follow up points, there are several options to consider in order to reduce speed and HGVs going through the village. Some could be the subject of future Local Highways Improvements bids, some which could even be privately funded, while others involve community action. There is currently no option for a single community wide scheme, but there is no reason why a single plan cannot be developed. The key areas for consideration are:

- a) Speeding generally. Taking a village wide approach to speeding may be effective, particularly in association with traffic calming. This may be something that could be phased in over several years, linked to LHI applications. Alternative speed measures - Cambridgeshire County Council. Ideas include:

- Speed buffer 30 or 40mph zones and maybe a 20mph zone in the centre of the village with appropriate traffic calming measures to reduce speed and village gateway features.
 - Vehicle activated signs which although effective need to be moved regularly around the village.
 - Crossings, forcing traffic to stop, and allowing safe passage, at key points in the village.
 - Any new scheme needs careful consideration of the feasibility and design by a Highways Engineer.
- b) 20mph zones. Currently the County Council's 20mph policy is overly restrictive and makes applying for, and approving, reductions of the speed limit to 20mph very resource intensive. It is more restrictive and onerous than the Government guidance requires and research shows that Cambridgeshire County Council is something of an outlier in taking this approach. The policy is being reviewed with a view to making it easier to introduce, so that more communities can benefit from reduced speed ie fewer accidents and injuries, but also a more positive environment for people to walk and cycle more. The policy will take time to review but this is a positive area for the future.
- c) Dealing with HGVs. There are policies and initiatives set out in Heavy or abnormal loads on the highway - Cambridgeshire County Council. In particular:
- HGV covenant. This is a scheme whereby the Parish Council proactively engages with local employers and gets them to undertake that their drivers either avoid the village or drive courteously, perhaps using A and B roads as their first choice.
- d) Suggested approach
- Agree the target speeds for roads and where traffic calming or crossings may be useful, and prioritise them
 - Consider a 5 year plan including annual LHI applications
 - Consider appetite for HGV covenant, which requires Parish Council input
 - Meet with Highway Officers to discuss proposals once priorities agreed

*Cllr Edna Murphy
County Councillor for Bar Hill Division including Dry Drayton*

8 October 2021