

Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 10th January 2023 at 7.30pm, at Dry Drayton Village Hall, High Street, Dry Drayton CB23 8BS

Present: Cllr J Granger (Councillor), Cllr T Houlihan (Vice-Chairman), Cllr E Pyle (Councillor), Cllr D Smith (Councillor)

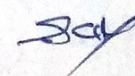
Attending: Mrs S Etherington-Meech (Clerk/RFO), Cllr C Garvie (District Councillor), Cllr E Murphy (County Councillor), Cllr R Stobart (District Councillor), 1 member of the public

Cllr Houlihan (Vice-Chairman) opened up and chaired the meeting in the chairman's absence

1. **To Accept Apologies for Absence**
 Apology accepted from Cllr Aldersley (absent due to holiday leave).
2. **To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**
 No declarations of interest were declared by the councillors.
3. **To Agree to hold a Public Forum**
 No comments or questions were raised by the public.
4. **To Approve the Minutes of Meeting held on Tuesday 6th December 2022 including confidential minutes from 1st November 2022 and 6th December 2022**
 RESOLVED (Prop Cllr Houlihan, 2nd Cllr Granger, unanimous) that all three sets of minutes of the meetings 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**
 - 5.1
 - a) A meeting is scheduled for Monday 23rd January where DDPC, Cllr Murphy and Bar Hill Parish Council will discuss this matter onsite.
 - b) A contractor is scheduled to carry out works on the 11th/12th January 2023.
 - c) Cllr Murphy explained that the progress of the NMU is in a commercially sensitive phase. Therefore, she is unable to give regular updates until it ceases and becomes a matter of the public authority. Cllr Houlihan highlighted that DDPC, and residents were hoping for some plans of the NMU. Cllr Murphy explained that these cannot be provided at present because they have some relevance to the current discussions.
 - d) This item is on the list of outstanding matters for the new Local Highways Officer, and they will write to the parish once there are answers and will also rescheduled the meeting with local clerks that was cancelled before Christmas.
 - 5.2 No update on this matter.
 - 5.3 There is no further update on the LHI application for Oak Crescent. The LHI application for 2023/24 for speed buffers and weight restriction signage was submitted by Cllr Aldersley on 4th January 2023.
 - 5.4 Cllr Aldersley is still investigating funding options. Cllr Houlihan highlighted that it is important for a location to be considered. Cllr Stobart explained government funding is available for defibrillators in publicly accessible places such as schools. DDPC agreed that further investigation is required into the conditions of the government funding for defibrillators.
 - 5.5 A public meeting is to be held on 23rd February 2022 which Cllr Houlihan will attempt to attend via Zoom. The public consultation runs until 31st May 2023.
 - 5.6 Lizzie Wood at Greater Cambridge Planning sent an email proposing that the neighbourhood planning team attend a discussion with DDPC and residents on Thursday 9th February 2023. Councillors believe this is an important matter and agreed to this date. ACTION – Clerk to book village hall for meeting and Cllr Granger to publish an article in the village newsletter publicising this event.
 - 5.7 Cllr Aldersley to chase.
 - 5.8 Item cover in 5.1 d)
 - 5.9 The clerk advised that she liaised with Lloyds and both Cllr Houlihan and Cllr Smith have been added as signatories to the account, although online access was not set up. Cllr Houlihan and Cllr Smith registered for online access and the relevant forms were signed during the meeting. ACTION – Clerk to send forms to Lloyds.

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- 5.10 It was agreed by DDPC that the vacancies should be publicised through various channels. ACTION – Clerk to provide a poster she produced for her CILCA to be used for this purpose.
- 5.11 The clerk advised that on behalf of DDPC she had applied for one mature tree from the SCDC 'Six Free Trees' scheme. Following advice from a previous councillor, English Woodlands, and councillors, a 150cm-225cm oak tree has been applied for. Cllr Houlihanne is to take delivery and plant the tree. ACTION – Kings Coronation plaque required for tree later in the year.
- 5.12 Cllr Granger explained that from two pieces that were published in relation to village markets, four responses were received. Two positive, one neutral and one negative and the Village Hall Management Committee had mixed feelings on this matter. ACTION – Cllr Granger will give residents to the end of January to respond and will then summarise fully at the February meeting.
- 5.13 Cllr Murphy advised that she had received an officer's report and would send what information she had to Cllr Houlihanne. ACTION – Cllr Houlihanne to produce a letter for the February meeting.
- 6. To Accept a Report from County and District Councillors**
 EM – see Appendix 3 – no further comments
 RS/CG – see Appendix 4 – Cllr Stobart suggested that further to the last parish council meeting DDPC should contact Peter Blake directly in relation to the proposed NMU route from Scotland Farm Park & Ride. However, Cllr Murphy believes there is dedicated staffing for this matter through the GCP. Cllr Houlihanne said that he was happy to contact all involved to see if there is any progress of plans on this proposed NMU.
- 7. To Discuss Planning Matters**
- a. Applications received for consideration
- i. **22/03729/FUL – Dry Drayton Methodist Church Park Street, Dry Drayton - Erection of a single storey side extension and a first-floor rear extension together with the provision of two parking spaces and eight cycle parking spaces and the creation of a vehicular access to the site – Amendment – Comments by 16th January 2023.**
Also, to be discussed by the planning committee.
RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihanne, unanimous) that the original objections sent in September are resubmitted with the following comments:
- The updated location plan labels Warrington Farm as an open field. However, Warrington Farm is, in fact, number 65 and is immediately adjacent to the site. Therefore, there is no way that this application cannot possibly have an impact on the farm. There is a lack of detail in the conservation officers' comment on the application to justify the assessment that development will not give rise to any harm to the listed building.
- ii. **21/02913/CONDA - Land at Duck End Farm Park Lane - Submission of details required by condition 3 (Surface water drainage scheme), 4 (long term maintenance arrangements), 6 (biodiversity enhancement), 8 (Investigation & recording contamination), 12 (contractors parking plan), 13 (CEMP) and 15 (Landscaping) of planning permission 21/02913/FUL – For information only**
- b. Decisions received from South Cambs District Council
- i. **22/04137/HFUL - 7 High Street Dry Drayton - Single storey side extension to enlarge the existing Living-Dining area – Permission Granted**
- 8. Matters for discussion/correspondence received**
- 8.1 To discuss the letter Cllr Bridget Smith drafted to the minister in relation to EWR**
 Cllr Stobart highlighted before a resolution was made that there was an error in the letter as it should have said 15 metres and not 15 feet. **RESOLVED** (Prop Cllr Granger, 2nd Cllr Pyle, 3rd Cllr Houlihanne, Against Cllr Smith) with a majority vote for DDPC to support Bridget Smith's letter to the minister in relation to EWR. ACTION – Cllr Granger with the assistance of the councillors to produce a briefing note for the February meeting that will highlight local concerns in relation to this matter.



- 8.2 To discuss email from Cllr Granger in relation to a collapsed drain and water in ditch at the top of Madingley Rd

ACTION – Clerk to email PX Farms to raise concerns over the drainage issue on their land and request an investigation into this matter.

- 8.3 To discuss the Cambridgeshire News article in relation to South Cambs being given new funding for EV chargers and email to Cllr Houlihan containing further information.

Interest in this matter was highlighted by two residents on the village Facebook page. Cllr Houlihan followed up with the team promoting this scheme and typical set up costs are in the region of £8K with a contribution of £3K or more for installation. There would then be ongoing costs which are difficult to predict. It was discussed that high use would be required to justify costs and it is suspected that the level of demand in the village would not be great enough. ACTION – Cllr Houlihan to provide some figures to show it is not a financially viable scheme for Dry Drayton and share the results on Facebook.

- 8.4 To discuss planting of tree applied for through the SCDC ZCC Six Free Trees grant for the coronation

Discussed under 5.11

- 8.5 For info - Greater Cambridge Local Plan - Report about next steps published – public webinar on 18th January

- 8.6 For info – email from Cambridgeshire Constabulary with South Cambs Community meeting dates for 2023

9. Consultations

- 9.1 For info - Notification of made/adoption of Gamlingay Neighbourhood Plan by SCDC on 24th November 2022

- 9.2 GSCP Consultation - Joint Planning Compliance Policy – comments by 20th January 2023
DDPC agreed that no comments were to be made for this consultation.

10. Finance and Policy

- a. To accept account review to date and bank reconciliation

The bank reconciliation (see Appendix 2) and account review to date were circulated to all councillors before the meeting, RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) to accept and approve the accounts and bank reconciliation.

- b. To advise of payments received between 1st December 2022 to 31st December 2022 – No payments received

- c. Direct debits and standing orders paid between 1st December 2022 to 31st December 2022

- i. S Etherington-Meech – Clerks Salary/Expenses/Pension (Period 8 & 9) - £781.62
(LGA 1972, s.112)

- ii. SSE Electricity – Streetlighting Energy 2nd Nov – 1st Dec - £21.08 (Parish Councils Act 1957, Highways Act 1980, s.301)

- d. Online payments made between 1st December 2022 to 31st December 2022

- i. S Etherington-Meech – Part payment of Clerks Backpay for National Salary Award - £159.10 (LGA 1972, s.112)

- ii. S Etherington-Meech – Part payment of Clerks Backpay for National Salary Award - £161.17 (LGA 1972, s.112)

- iii. Brookfield Groundcare - Cut 9 of 10 - Inv No 1728 - £360.00 (Public Health Act 1875, s.164; Open Spaces Act 1906, ss.9 and 10; Commons Act 1899)

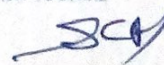
- iv. Brookfield Groundcare - Cut 10 of 10 - Inv No 1787 - £360.00 (Public Health Act 1875, s.164; Open Spaces Act 1906, ss.9 and 10; Commons Act 1899)

- v. CAPALC – Planning Training for Cllr Granger & S Etherington-Meech - £100.00 (LGA 1972, s.112 & LGA 1972, s.175)

- vi. Dry Drayton Village Hall – Hall Hire for 6th December 2022 (2 hrs – Inv No 523) - £12.00 (LGA 1972, s.133)

- vii. Dry Drayton Village Hall – Hall Hire for 10th January 2023 (3 hrs – Inv No 549) - £18.00 (LGA 1972, s.133)

- viii. Clerks Pension Backpay - £343.44 (LGA 1972, s.112)



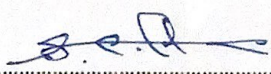
- ix. HMRC – Employers National Insurance Contribution for Period 9 - £19.61 (LGA 1972, s.112)
- e. Payments to hand
 - i. S Etherington-Meech – Mileage/Stationery (Period 9) - £29.99 RESOLVED (Prop Cllr Pyle, 2nd Cllr Houllhane, unanimous) for payment to be made, payment to be approved online. (LGA 1972, s.112)
 - f. For info – Notification of external auditor appointment from 2022/23 to 2026/27 – PKF Littlejohn LLP
 - g. For info – Precept Requirement for 2023/24 submitted to SCDC
 - h. Requirements for Civility & Respect Pledge – Dignity at work policy, training programme for councillors and staff
 The clerk circulated a draft Dignity at Work policy document to the councillors before the meeting for their review, any changes to be made after the meeting, and the document to be presented for adoption at the February meeting. The councillors agreed that it would be very difficult to produce a detailed training programme for such a small council. ACTION – Clerk to investigate training intent documents and adapt accordingly to suit DDPC as a basic training programme.
- 11. To accept notices and matter for the next agenda
 Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.
- 12. Date and time of next meeting – Tuesday 7th February 2023 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.

No items to be discussed that exclude the public or press

Meeting closed at 9.26 pm

Signed..........Chairman

Date.....7. Feb. 23.....

Appendix 1

Action Report/Ongoing Issues

5.1	Update from Cllr Murphy in relation to the following matters: a) The removal of posts at the drift b) Time frame from Highways in relation to fixing of wigwags c) Progress on the NMU d) Erection of additional poles for MVAS	SCA/EM
5.2	Update of Townsland Trust Section 106 projects and parking investigations	SCA
5.3	Update on LHI application for Oak Crescent & 2023/24 LHI Application for buffer zones and weight restriction signage	SCA
5.4	Cllr Aldersley to investigate defibrillator funding sources and request location ideas in newsletter	SCA
5.5	Aircraft noise from Luton Airport stacking – update from Cllr Stobart and Cllr Tumi Hawkins inc. date for end of consultation	RS
5.6	Cllr Stobart to provide update for neighbourhood planning team attending a meeting	RS
5.7	Update on the progress of erection of the jubilee and slab benches	SEM/SCA
5.8	Clerk to attend quarterly Highways meeting with Cllr Murphy & James Broder at Highways	SEM
5.9	Update on adding Cllr Houlihane and Cllr Smith as bank signatories	SEM
5.10	Update on applications for the two councillor vacancies	SEM/DDPC
5.11	Update on clerks' investigations into sourcing one mature tree for the coronation through SCDC Six Free Trees scheme	SEM
5.12	Update from Cllr Granger with feedback from residents in relation to local markets	JG
5.13	Cllr Houlihane to produce a letter for February in relation to the partial closure of Cambridge Rd in Madingley	TSH



Appendix 2

DRY DRAYTON PARISH COUNCIL
December 2022 Bank Reconciliation

	£
Lloyds current account on 30 th November 2022	£30,523.84
<u>Less</u> payments presented from 1 st December 2022 to 31 st December 2022 <i>online payments, direct debits and standing orders</i>	£2,336.02
<u>Plus</u> , receipts presented from 1 st December 2022 to 31 st December 2022 <i>No receipts received</i>	£0.00
Closing bank account on 31 st December 2022	£28,187.82
<u>Less outstanding payments not yet subtracted</u> Clerks Expenses (Period 9)	£29.99
Balance carried forward at 31st December 2022	£ 28,157.83

Notes: As of May 2022, outstanding Section 106 monies to be spent:

- Outdoor Meeting Space - £3,002.13
- Indoor Meeting Space - £40.31

Sarah Etherington-Meech

RFO

9th January 2023

TUESDAY 10th JANUARY 2023

DRY DRAYTON PARISH COUNCIL

2/0