

**Minutes of Dry Drayton Parish Council (DDPC) Meeting**  
**Tuesday 7<sup>th</sup> February 2023 at 7.30pm, at Dry Drayton Village Hall, High Street, Dry Drayton CB23 8BS**

**Present:** Cllr S Aldersley (Chairman), Cllr J Granger (Councillor), Cllr T Houlihane (Vice-Chairman), Cllr E Pyle (Councillor), Cllr D Smith (Councillor)

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

**1. To Accept Apologies for Absence**

All parish councillors were present. Cllr Murphy sent an apology for her absence due to illness.

**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 requested an update on the proposed NMU. Cllr Murphy earlier in the day sent an email in relation to the NMU to the resident, chairman and clerk advising of the following:

*'Unfortunately, I have learned some news today from officers about the NMU. National Highways had been committed to fund NMUs in Cambridgeshire. The first tranche were completed and the Dry Drayton scheme was one of 11 in tranche 2. Officers were informed on Friday that National Highways did not intend to fund the tranche 2 NMUs.'*

Cllr Murphy further explained in her email that many NMU and active travel schemes will have to source funding for their projects elsewhere. Cllr Murphy has asked the Director of Highways for clarification that the County will:

- (1) continue to support the NMU and seek other sources of funding for it
- (2) challenge this appalling decision by National Highways to see what can be done. Cllr Murphy has also asked for any other information available about the issue.

Cllr Aldersley explained that he believes the village is being overlooked and residents' wishes ignored which is just not good enough. He suggested that DDPC write a strong letter in response, explaining how disappointed they are with this situation, that no reasoning has been provided for withdrawing funding and that action is expected from Cllr Murphy. It was highlighted that over the last 7 years a lot of work has been completed to reach this phase of the proposal and Cllr Harford (previous County Councillor) and DDPC were assured on numerous occasions that monies would be allocated for this project. Cllr Pyle stated her extreme displeasure with this news.

As this matter falls under the remit of Greater Cambridge Partnership (GCP), Cllr Stobart agreed as District Councillor to raise this issue and express concerns. He also suggested that DDPC ask Cllr Murphy to communicate with the chair of the Highways and Transport committee for some more information as the early stages would have been documented. The member of the public highlighted that some information was retrieved from meeting minutes of January 2021; however, the requested minutes from the equivalent January 2022 meeting have not been provided. ACTION - Cllr Stobart will see if he can source any more information. ACTION - Cllr Aldersley to produce an article for the newsletter and request Les Waters circulates an update to residents.

The member of the public left as this item was closed.

**4. To Approve the Minutes of Meeting held on Tuesday 10<sup>th</sup> January 2023**

- 5. RESOLVED** (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that the minutes be approved and signed by the chairman as a true and accurate record. The clerk highlighted that following the meeting there had been a misunderstanding with Item 5.6 and it should not have stated that this meeting would involve residents and, therefore, Cllr Granger was not to publicise as such in the newsletter.

*[Signature]*  
7. Mar. 23

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

- 5.1 a) Cllr Aldersley explained that both he and the clerk met on site at 'The Drift' a few weeks ago with the chair and clerk of Bar Hill Parish Council, Cllr Murphy, and Ross Lewis and Grant Weller from Highways. The meeting was instigated due to a resident of Bar Hill being unable to access the path from Bar Hill with his mobility scooter. It was agreed with all attendees at the meeting that from each end of The Drift by the nature reserve to the bottom of the High Street, "angel wings" would be removed from all existing bollards, and missing bollards replaced and positioned with the correct access width for mobility scooters. Also, Cllr Aldersley advised that it was discovered that there was previously a stile at the bottom of the High Street and Highways have agreed to replace this. Cllr Aldersley and the clerk are now waiting for a written proposal from Ross and Grant for the works.
- b) Cllr Houlihan advised that improvements have been carried out. He will check that the wigwags are still working and update them with the school schedule.
- c) Discussed under Item 3 (Public Forum)
- d) No update on this matter, ongoing item.
- 5.2 Cllr Aldersley advised that the Townsland Trust had a meeting last night and Cllr Aldersley is to take action to get projects moving.
- 5.3 Cllr Aldersley advised that there is no update on either application at present.
- 5.4 ACTION – Cllr Stobart and Cllr Garvie to source more information.
- 5.5 DDPC highlighted the meeting in relation to this matter at Little Gransden Village Hall on 23rd February 2023 at 7.30pm. Councillors hope to attend via Zoom.
- 5.6 Cllr Aldersley advised that there was no update from the Townlands Trust. However, he has chased the contractor for an update on erection of the parish council benches.
- 5.7 The clerk advised that no meetings have been carried out or scheduled. ACTION – Clerk to chase Cllr Murphy for a meeting date and add to list of issues (map for tracking defects needs clearing out and old ones removing).
- 5.8 Cllr Aldersley advised that he placed a note in the village newsletter. Clerk to circulate councillor vacancy poster to the councillors.
- 5.9 Item to be removed as there was disappointingly little interest shown by residents.
- 5.10 Cllr Granger circulated a draft letter to councillors. Cllr Houlihan explained to Cllr Aldersley that the letter was being sent as DDPC want to be engaged with Cllr Bridget Smith and the process. DDPC's intention is to say that they support the fact she is writing the letter, and these are matters DDPC would like to raise in relation to EWR. RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) that the Chairman finalises the letter then sends it on behalf of DDPC to Cllr Bridget Smith.
- 5.11 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that Cllr Houlihan emails the letter he circulated.
- 5.12 Cllr Houlihan emailed Peter Blake and the following response was received during the meeting. 'During our recent discussion I confirmed that the GCP are continuing to explore the provision of an NMU route from the Scotland Farm site to Dry Drayton. We are currently finalising the resource to take this work forward. When the team is in place, I will request that they contact the Parish Council to discuss next steps.
- 5.13 Matter resolved, item to be removed.
- 5.14 Clerk emailed PX Farms and received a response requesting more information. ACTION – Cllr Houlihan to provide clerk with photos of the site and location on a map.
- 5.15 Item to be carried forward.
7. To Accept a Report from County and District Councillors  
Cllr Murphy report – see Appendix 3  
For Cllr Stobart & Cllr Garvie report – see Appendix 4
8. To Discuss Planning Matters
- a. Applications received for consideration
- i. 23/00061/S73 - 57 High Street Dry Drayton Cambridgeshire CB23 8BS - S73 application to vary condition 2 (Approved plans) of planning ref; 21/01895/HFUL. (Two storey rear extension with first floor balcony, new entrance porch infills and



new external finishes) change from solid masonry to opaque glass balcony – comments extended to 8<sup>th</sup> February 2023

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that original comments are to be resubmitted together with a comment advising that this application is reverting back to what was originally requested and is equally valid as intrusive.

- ii. **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 – Comments for application amendment by 16<sup>th</sup> January 2023. Also, to be discussed by the planning committee on 8<sup>th</sup> March 2023 – discuss who is to attend from the parish council.**

Cllr Stobart suggested that DDPC should contact Cllr Henry Batchelor who is Chair of the committee to advise that DDPC would like to attend the committee meeting to make a statement. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) for the clerk to attend the meeting in person and Cllr Houlihan virtually to represent DDPC.

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

9. Matters for discussion/correspondence received

- 8.1 **For info – FOI request from Highways in relation to the parish council's response to the Active Travel Scheme**

The clerk explained that Highways emailed her with a FOI request for the parish council's response to the Active Travel Scheme, and after discussing with Cllr Aldersley it was agreed to release the information as it is already in the public domain within DDPC minutes.

- 8.2 **To discuss email from resident in relation to CCTV being installed in the village at the entrance to High Street**

A member of the Neighbourhood Watch (NW) team spoke with Cllr Aldersley in relation to crimes that have taken place in Dry Drayton recently. These have involved stolen catalysts from cars including a resident being locked in their home whilst watching their catalyst be stolen from their car, the same night a truck was vandalised with a chainsaw and is now a write off. The NW team would like an item previously raised re-visited, it is in relation to erecting CCTV at the entrance of the High Street. This would mean that number plates could be recorded for use by the police. ACTION – Cllr Aldersley is to request the NW team investigate this matter further such as who would own the CCTV, who maintains it, data protection and legality issues and report back to DDPC at the next meeting.

- 8.3 **To discuss and agree a location for the oak tree received from the 'Six Free Trees' scheme for the coronation**

Cllr Pyle was informed by a previous councillor with experience of trees that the village green is not the best location for an oak tree as once it becomes bigger it would be taken down by Highways. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that the school should be contacted in order for the tree to be placed on their grounds, at the bottom end of the school field close to the boundary of the church. ACTION – Clerk to contact the headteacher at the school to suggest location for the tree and for children to be involved in nurturing it.

- 8.4 **To discuss arranging a meeting for the National Allotment Society to speak to allotment holders in relation to setting up an allotment committee**

ACTION – Clerk to contact the National Allotment Society to seek availability for them to meet with allotment holders to discuss setting up an allotment committee.

- 8.5 **Cllr Aldersley to provide an update on the site meeting carried out in January with Highways in relation to the bollards at The Drift**

Discussed under Item 5.1

- 8.6 **For info – Meeting of Dry Drayton Parish Council with Neighbourhood Planning Team from Greater Cambridge Planning scheduled for February**

It was advised that DDPC would be meeting the Neighbourhood Planning Team on Thursday 9th February.

- 8.7 To discuss parish council owned brush cutter/trimmer and its use, storage, and servicing  
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that Cllr Houlihan takes over the storage and use of the brush cutter/trimmer and the clerk is to forward Sean details of the current holder of the equipment and update the Asset Register with its location.  
 Cllr Stobart and Cllr Garvie left at the end of this item.

10. Consultations – no consultations received

11. 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 1<sup>st</sup> January 2023 to 31<sup>st</sup> January 2023
  - i. UKPN – Wayleave payment for transformer at allotments - £5.75
- c. Direct debits and standing orders paid between 1<sup>st</sup> January 2023 to 31<sup>st</sup> January 2023
  - i. SSE – Streetlighting Energy 2<sup>nd</sup> Dec 22 – 3<sup>rd</sup> Jan 23 - £22.73 (Parish Councils Act 1957, Highways Act 1980, s.301)
  - ii. S Etherington-Meech – Clerks Salary/Expenses/Pension (Period 9 & 10) - £781.62 (LGA 1972, s.112)
- d. Online payments made between 1<sup>st</sup> January 2023 to 31<sup>st</sup> January 2023
  - i. S Etherington-Meech – Part payment of Clerks Backpay for National Salary Award - £161.16 (LGA 1972, s.112)
  - ii. S Etherington-Meech – Period 9 Expenses - £29.00 (LGA 1972, s.112)
  - iii. HMRC – Employers National Insurance Contribution for Period 10 - £19.61 (LGA 1972, s.112)
  - iv. Dry Drayton Village Hall – Hall Hire for 7<sup>th</sup> & 9<sup>th</sup> February (4.75 hrs – Inv No 560) - £28.50 (LGA 1972, s.133)
- e. Payments to hand  
 A payment was received after the agenda was published – Pennon Water – Allotment Water Rates Jun 22 – Jan 23 - £99.10 - RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) for payment to be made, payment to be approved online. (Small Holding and Allotments Act 1908, ss. 23 & 25)
- f. Requirements for adopting the Civility & Respect Pledge – To adopt Dignity at work policy and training policy  
 Councillors have reviewed the two policies and minor changes are to be made to the training policy. However, there are many changes to the Dignity at Work Policy so the clerk is to review changes before the policies can be adopted. Item to be included on the next agenda.
- g. To discuss increase in invoicing for duration of hall hire  
 The clerk advised that the invoice for the January meeting included an increase in the hours of use of the hall from two hours to three hours. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that DDPC are happy with this amendment as together with the setting up and closing down of meetings, two hours is always exceeded.
- h. To discuss opening of a savings account for Section 106 monies due from Northstowe  
 ACTION – Clerk to investigate savings accounts that are appropriate for parish councils as well as one with the parish council's current bank..
- i. To discuss a date for Annual Parish Meeting, monthly meetings for 2023 and start time of meetings  
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) that the Annual Parish Meeting is to be held on Friday 28<sup>th</sup> April at 7pm, start time of future parish council meetings are to be changed from 7.30pm to 7.00pm and meetings agreed up until September are Tuesday 13<sup>th</sup> June, Tuesday 11<sup>th</sup> July and Tuesday 12<sup>th</sup> September.
- j. Clerk to discuss archiving and retention following her training in January 2023  
 The clerk explained that following her training session and reviewing paperwork, action is required for DDPC in relation to archiving and retention. The most important documents to



9/23

be archived are the original signed minutes. In relation to the minutes the following information has been discovered by the clerk:

- Minutes have been located by the current clerk from 19th of April 2005 to date.
- Minutes from 1953 to 1983 were noted by a previous clerk as appearing to be missing.
- Minutes from 1984-1994 were removed by the previous clerk from a store in Dry Drayton in October 2012 and these cannot be located.
- Cambridgeshire County Council archives show that minute books have been deposited from 4th December 1894 up until 13th February 1952. Cllr Aldersley advised DDPC that he was given a box of files by a previous Chairman of the council and will check through them to see what documents they are. This will be an ongoing task and the clerk will investigate scanning what minutes are held and obtain quotes for binding of the signed minutes that she holds.

- k. To sign paperwork for online access to Lloyds for Cllr Houlihane and Cllr Smith and also form for Cllr Pyle to become full signatory

All paperwork was signed by Cllr Aldersley, Cllr Houlihane and Cllr Smith. ACTION – Clerk to send paperwork to Lloyds Bank for amendments to the bank mandate.

- l. To delegate for staff appraisal to be carried out in March

RESOLVED (Prop Cllr Houlihane, 2nd Cllr Granger, unanimous) that completion of annual staff appraisal is delegated to Cllr Aldersley and Cllr Pyle.

**12. 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.

**13. Date and time of next meeting – Tuesday 7<sup>th</sup> March 2023 at 7.00pm 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 9.54pm

Signed.....Chairman

Date.....

TUESDAY 7TH FEBRUARY 2023

DRY DRAYTON PARISH COUNCIL

  
7. Feb. 23

## Appendix 1

### Action Report/Ongoing Issues

|      |   |          |
|------|---|----------|
| 5.1  | Update from Cllr Murphy in relation to the following matters:<br>a) The removal of posts at the drift<br>b) Fixing of the wigwags<br>c) Progress on the NMU<br>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 including terms for government initiative and request location ideas in newsletter  | SCA      |
| 5.5  | Aircraft noise from Luton Airport stacking – consultation end date 31 <sup>st</sup> May 2023 and public meeting on 23 <sup>rd</sup> February 2023   | RS/CG    |
| 5.6  | Update on the progress of erection of the jubilee and slab benches  | SEM/SCA  |
| 5.7  | Clerk to attend quarterly meetings with Cllr Murphy & Highways  | SEM      |
| 5.8  | Update on applications for the two councillor vacancies. Clerk to circulate poster.   | SEM/DDPC |
| 5.9  | Update from Cllr Granger with feedback from residents in relation to local markets  | JG       |
| 5.10 | Cllr Granger to produce a briefing note in relation to Cllr Bridget Smith's letter sent to the minster in relation to EWR   | JG       |
| 5.11 | Cllr Houlihane to produce a letter for February in relation to the partial closure of Cambridge Rd in Madingley   | TSH      |
| 5.12 | Cllr Houlihane to provide update on the progress of plans for a proposed NMU route to the Scotland Farm Travel Hub  | TSH      |
| 5.13 | Cllr Houlihane to respond with figures to Facebook post from residents in relation to EV Chargers   | TSH      |
| 5.14 | Clerk to email PX Farms in relation to requesting they investigate a collapsed drain and water in a ditch on their land at the top of Madingley Road  | SEM      |
| 5.15 | Clerk to source coronation plaque for tree in May 2023  | SEM      |

*SCA*  
1. Feb. 23.



Appendix 2

DRY DRAYTON PARISH COUNCIL  
January 2023 Bank Reconciliation

|   | £                  |
|---|--------------------|
| Lloyds current account on 31 <sup>st</sup> December 2022  | £28,187.82         |
| <u>Less</u> payments presented from 1 <sup>st</sup> January 2023 to<br>31 <sup>st</sup> January 2023<br><i>4 online payments, 2 direct debits and 2 standing orders</i> | £1,043.61          |
| <u>Plus</u> , receipts presented from 1 <sup>st</sup> January 2023 to<br>31 <sup>st</sup> January 2023<br><i>1 receipt received</i>                                     | £5.75              |
| Closing bank account on 31 <sup>st</sup> January 2023   | £27,149.96         |
| <u>Less outstanding payments not yet subtracted</u>   | £0.00              |
| <b>Balance carried forward at 31<sup>st</sup> January 2023</b>  | <b>£ 27,149.96</b> |

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

7<sup>th</sup> February 2023

TUESDAY 7TH FEBRUARY 2023

DRY DRAYTON PARISH COUNCIL

*S.P.*  
7. Feb. 23