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Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 7th March 2023 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton CB23 8BS

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

Attending: Cllr C Garvie (District Councillor), Cllr R Stobart (District Councillor), Grant Weller (Team Leader – Project Delivery – Cambridgeshire County Council), 12 members of the public

1. To Accept Apologies for Absence

Apologies received from Mrs S Etherington-Meech (Clerk/RFO) absent due to illness and Cllr Edna Murphy (County Councillor) absent due to another commitment. Cllr Granger took the minutes in the absence of the clerk.

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

Cllr Aldersley declared a pecuniary interest in Item 9.6 – To discuss Section 142 – Licence to Plant within the Highway on land adjacent to Duck End Farm (Cllr Aldersley has applied for the licence at Duck End Farm)

3. Guest Speaker – Grant Weller (Team Leader – Project Delivery – Cambridgeshire County Council) – Update on the Non-Motorised User (NMU) track along the A1307 and improvements at 'The Drift'

4. The chairman opened this item and invited Grant Weller to speak to summarise the Dry Drayton NMU project to date. The following points were raised/mentioned in the discussion.

- National Highways has withdrawn funding for the proposed NMU to link Dry Drayton with the cycleway created by the A1307.
- Cambridgeshire County Council (CCC) is still committed to the NMU and will be seeking other sources of funding. Projects are graded according to impact and the Dry Drayton NMU would be in the second tier. Tier 1 projects with higher impact would be exemplified by an NMU path to a nearby school. A resident advised that minutes confirmed that the village had narrowly missed out on Tier 1 funding in January 2021.
- Residents believe there is a risk to life because there is no safe route in and out of the village for non-motorised users. Multiple accidents have occurred on Oakington Road with vehicles leaving the carriageway. There has been at least one fatal accident. It was highlighted that the poorly maintained class-C road through Dry Drayton was particularly dangerous as it provides the main north-south route to the west of Cambridge for commuters and HGVs. With more developments such as Northstowe, Cambourne, Hardwick, Bourn Airfield, etc., traffic will increase.
- Costs of the proposed NMU project have risen with a figure over £700k plus a CPO was mentioned but not confirmed. Residents were surprised at the high cost considering the relatively short distance.
- Improvements to the overgrown track beside Oakington Road have come about through regular use by pedestrians. However, it is not wide enough to meet current standards for width, and is too narrow in places to permit safe, regular use
- Due to uncertainty of the Oakington Road NMU, DDPC should explore alternative routes with Madingley Road, Scotland Road and Bar Hill Drift all being mentioned. However, none is a replacement for that proposed for Oakington Road.
- DDPC is actively pursuing an NMU track alongside Scotland Road to the proposed Park and Ride (P&R) site at Scotland Farm. There will be an increase in traffic through the village as a result of the P&R and this will make it dangerous for non-motorised users to use Scotland Road. ACTION- Cllr Stobart to follow up with the Greater Cambridge Partnership as the parish council was advised several months ago by Peter Blake that a project manager was to be appointed imminently.
- Preparation for the CPO of land for the Oakington Road NMU was going ahead. However, the legal process had not yet started as CCC was waiting on National Highways to release a sliver of land for the A1307 end of the track before the CPO process could begin.

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- Residents expressed that they felt let down by the failure of CCC to deliver what was agreed back in 2019 and the lack of a champion for the project today.
- Grant Weller agreed to provide information outside the meeting on the active travel scheme for Dry Drayton to Madingley to Cambridge and on the experimental one-way order for Cambridge Road, Madingley - on which the closure of consultation was imminent. At the time of the previous consultation on this, anticipating the building of the Oakington Road path, the Parish Council had complained about a flawed consultation process and objected to the proposals on grounds of road safety when two-way cycling was combined with one-way vehicles. As a separate point, it was mentioned that the repaired surface on the Madingley Road was now treacherous and uncomfortable for cyclists)
- A representative of PX Farms/Scotland Farm said negotiations for the CPO should be started as they were in the dark as to exactly what was required for Oakington Road and the Scotland Farm travel hub.
- A resident asked who had responsibility for the maintenance of the hedges and surfaces of The Drift, the track needs maintenance as the surface is overgrown in places and hedges needed trimming. Grant Weller confirmed that 'The Drift' is a public Right of Way and therefore there would be a very small amount of money set aside for ongoing maintenance. ACTION- Cllr Aldersley is to investigate further the maintenance and if there is a rolling work programme.
- 'The Drift' was discussed in terms of access and removal of "angel wings" from posts at the entry of the tracks. It was suggested that this route could provide access to the A1307 NMU track, however, it would be a long way round to get to Cambridge

5. To Agree to hold a Public Forum

The chairman allowed the public to raise questions within the discussion with Grant Weller in Item 3. No further questions were put forward from the public. Grant Weller and the majority of residents left after this item.

6. To Approve the Minutes of Meeting held on Tuesday 7th February 2023

RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that the minutes be approved and signed by the chairman as a true and accurate record.

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

- 6.1 b) Cllr Houlihan has flagged that the wigwags are broken again and would investigate further at the weekend.
- 6.2 No update
- 6.3 Cllr Aldersley and Cllr Murphy had recent discussions ACTION – Cllr Murphy to chase Matheus Souza on the Oak Crescent LHI application.
- 6.4 Cllr Garvie confirmed that the Community Chest would fund a second defibrillator; location still to be confirmed.
- 6.5 The Luton Aircraft Noise meeting was attended online by Cllr Aldersley and Cllr Houlihan. They confirmed that the consultation has been extended, but it was unlikely that the scheme would be changed. The RELAS Facebook page was highlighted as a useful tool to register complaints.
- 6.6 No update
- 6.7 To be discussed at the April meeting.
- 6.8 No update, meeting still outstanding.
- 6.9 Work in progress
- 6.10 ACTION – Cllr Aldersley to send the letter re: EWR to Cllr Bridget Smith and Beth West (C.E.O of EWR).
- 6.11 ACTION – Cllr Houlihan to send letter in relation to the partial closure of Madingley Rd
- 6.12 NMU to Scotland Farm (No action but leave a placeholder)
- 6.13 Cllr Granger confirmed that the work has now been completed and will continue to monitor the water levels.
- 6.14 An email has been received from NAS confirming availability for a meeting
- 6.15 To be discussed under Item 11 – Finance and Policy

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- 6.16 The clerk has received confirmation that Cllr Pyle has been changed to a Full Power Signatory. The cards and readers for Cllr Houlihan and Cllr Smith to access internet banking will be delivered shortly. However, both now have access to online banking.
- 6.17 Dry Drayton Primary School has confirmed that the Coronation oak tree can be planted in the school grounds by Cllr Houlihan. ACTION- Clerk and Cllr Houlihan to arrange planting the tree with the school before the end of Spring term
- 6.18 Ongoing matter
- 8. **To Accept a Report from County and District Councillors**
For Cllr Stobart and Cllr Garvie report – see Appendix 3.
Further to their report the safety for traffic at the junction of The Avenue with the A1307 was discussed, particularly at night for vehicles approaching on The Avenue. The sign which was located there has come down, so there are no visual warnings when approaching the junction. The safety of the A1307 was also discussed with concerns in relation to misuse and dangerous driving by vehicles. Cllr Stobart suggested calling 101 and reporting any anti-social/dangerous driving that has been witnessed. ACTION – Cllr Stobart, Cllr Garvie & Cllr Murphy to follow up with Jack Hughes and report back.

For Cllr Murphy report – see Appendix 4
ACTION – Cllr Murphy to report back on Highways & Transport Committee meeting and in particular ‘the impacts for all of Bar Hill Division’ as highlighted in report.
- 9. **To Discuss Planning Matters**
 - a. Applications received for consideration
 - i. For info - Planning committee meeting 12th April 2023 for Dry Drayton Methodist Church application
Cllr Houlihan is to attend the meeting through Zoom/Teams. ACTION – Cllr Stobart to give guidance on structure and timings of agenda.
 - ii. 23/00061/S73 – 57 High Street - 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. Amendment ‘balcony sides altered’. Comments by 8th March 2023
It was discussed that no significant changes have been made to the plan and the same objections that have been previously made are still relevant. RESOLVED (Prop Cllr Houlihan, 2nd Cllr Pyle, unanimous) to object to the application for same reasons as previously.
 - b. Decisions received from South Cambs District Council – no decisions received
- 10. **Matters for discussion/correspondence received**
 - 9.1 To discuss the NMU track along the A1307 and National Highways and Tranche 2
Item discussed under Item 3 with Guest Speaker – Grant Weller.
 - 9.2 To discuss 20mph funding application for parish – applications between 27th February 2023 - 30th April 2023
RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) that Cllr Aldersley makes an application for 20mph speed limit to cover all of the village including Park Lane and High Street.
 - 9.3 To discuss taking part in the Great British Spring Clean during 17th March and 2nd April
ACTION – Clerk to request Les Waters publicises the Great British Spring Clean via the village email circulation for Saturday 1st April at 10am. To meet at the village hall followed by drinks at the pub. Also details to be posted on Facebook.
 - 9.4 To discuss email received from Community Chest Team at SCDC in relation to defibrillator funding
Location still to be identified, add to April agenda.
 - 9.5 To discuss supporting Ukrainian host family in the parish applying to SCDC ‘Ukrainian Small Grants’ scheme for a social event for local Ukrainian families
RESOLVED (Prop Cllr Pyle, 2nd Cllr Houlihan, unanimous) that DDPC are happy to support a host family application for the initiative of a social event for Ukrainian families.

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- 9.6 To discuss Section 142 – Licence to Plant within the Highway on land adjacent to Duck End Farm – comments by 13th March

Cllr Aldersley left the room at the item. Cllr Houlihan chaired this item.

RESOLVED (Prop Cllr Pyle, 2nd Cllr Smith, unanimous) that the licence is approved, given the measurements are stipulated on the application and provided that the hedge does not encroach onto the tarmac. Cllr Aldersley returned to the meeting after discussion of this item.

- 9.7 To discuss for councillors to meet with the Chair of Highways and Transport re: local road conditions

ACTION - Cllr Aldersley is working with Alex Beckett on maintenance through the village.

- 9.8 Update on public meeting at Great Gransden in relation to aircraft noise from Luton airport and to note resident email in relation to this matter

Discussed under Item 6.5.

- 9.9 Update from the Neighbourhood Watch Team in relation to CCTV

Nothing received yet from the Neighbourhood Watch Team.

- 9.10 For info – Dry Drayton Village Hall Management Committee AGM – Tuesday 18th April – attendee(s) and questions

ACTION – Cllr Pyle to attend on behalf of DDPC.

- 9.11 For info – email received from Cambridgeshire Home Improvement Agency (Cambs HIA) in relation to raising awareness of Disabled Facilities Grants (up to £30000), Special Purpose Grants (up to £10000) and other services offered by the agency
No action – for information only.

11. Consultations

- 10.1 Cambridgeshire County Council - proposed 2023 revision of the Local Validation List for planning applications for the County Council's own development and for waste development – comments by 16th March 2023

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that no comments are to be made.

- 10.2 St Ives Greenways – comments by 31st March 2023

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that it is enquired as to why this does not extend of Dry Drayton. ACTION - Cllr Stobart and Cllr Garvie will investigate with the Greater Cambridge Partnership as to why Dry Drayton had been omitted (together with Madingley and Bar Hill) from the Greenways Project and explore if there are any avenues for funding.

12. Finance and Policy

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

The clerk circulated a table of different saving account options. It was discussed by DDPC that a savings account with Lloyds would make sense because DDPC already banks with them. The requirements to set up an account with another bank do not justify the returns. However, this point aside, the CCLA account offers the best interest rate. ACTION – Clerk to investigate CCLA further, such as the full account details including level of admin required to set up and run the account, notice of one month notice at most and any other restrictions. For bank reconciliation see Appendix 2.

- b. To advise of payments received between 1st February 2023 to 28th February 2023 – No payments received

- c. Direct debits and standing orders paid between 1st February 2023 to 28th February 2023

- i. SSE – Streetlighting Energy 4th Jan 23 – 1st Feb 23 - £21.08 (Parish Councils Act 1957, Highways Act 1980, s.301)

- ii. S Etherington-Meech – Clerks Salary/Expenses/Pension (Period 10 & 11) - £803.64 (LGA 1972, s. 112)

- d. Online payments made between 1st February 2023 to 28th February 2023

- i. S Etherington-Meech – Reimbursement of Office Subscription - £59.99 (LGA 1972, s.142)

- ii. DDVH – Hall Hire for 3 hours on 7th March 2023 - £18.00 (LGA 1972, s.133)

- iii. Pennon Water – Allotment Water Rates Jun 22 – Jan 23 - £99.10 (Small Holding and Allotments Act 1908, ss. 23 & 25)

- e. Payments to hand

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- i. **S Etherington-Meech – Postage reimbursement for bank forms - £1.90 - RESOLVED**
(Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) for payment to be made, payment to be approved online. (LGA 1972, s.112)
- f. **To discuss and agree the instruction of the internal auditor**
RESOLVED (Prop Cllr Houlihan, 2nd Cllr Aldersley, unanimous) that LGS Services be instructed to conduct the Internal Audit for DDPC for 2022/23.
- g. **Email from DDVH management committee with increase for hire effective from 1st April 2023 from £6 per hour to £8 per hour**
RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that DDPC note and accept the increased hall hire charge. ACTION – Clerk to inform village hall of 7pm start time for future meetings.
- h. **To discuss and agree meeting dates for June 2023 to the end of the year**
ACTION – Cllr Aldersley and the clerk to circulate proposed future dates for confirmation.
13. **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.
Cllr Pyle will not be attending the April meeting.
14. **Date and time of next meeting – Tuesday 4th April 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 9.07pm

Signed.....Chairman

Date.....4 April 23

Appendix 1

Action Report/Ongoing Issues

6.1	Update from Cllr Murphy in relation to the following matters: a) The removal of posts at the drift b) Fixing of the wigwags c) Progress on the NMU d) Erection of additional poles for MVAS	SCA/EM
6.2	Update of Townsland Trust Section 106 projects and parking investigations	SCA
6.3	Update on LHI application for Oak Crescent & 2023/24 LHI Application	SCA
6.4	Investigate defibrillator funding sources and locations	SCA/CG/RS
6.5	Aircraft noise from Luton Airport stacking – consultation end date 31 st May 2023	RS/CG
6.6	To attempt to source minutes from Highways and Transport committee in relation to NMU	RS
6.7	Update on the progress of erection of the jubilee and slab benches	SCA
6.8	Clerk to attend quarterly meetings with Cllr Murphy & Highways	SEM
6.9	Update on two remaining councillor vacancies. Clerk to circulate poster.	SEM/DDPC
6.10	Send letter in response to Cllr Bridget Smith's letter sent to the minster in relation to EWR	SCA/JG
6.11	Update on sending letter in relation to the partial closure of Cambridge Rd in Madingley	TSH
6.12	Update on the progress of plans for a proposed NMU route to the Travel Hub	TSH
6.13	Email PX Farms with photos and map in relation to a collapsed drain and water in a ditch on their land at the top of Madingley Road	SEM/TSH
6.14	To contact the National Allotment Society to arrange meeting to discuss an allotment committee	SEM
6.15	To investigate savings accounts	SEM
6.16	Update on changes to current account for Cllr Pyle, Cllr Houlihane and Cllr Smith	SEM
6.17	Contact headteacher at Dry Drayton Primary School in relation to planting of oak tree in grounds and clerk to source coronation plaque for tree in May 2023	SEM
6.18	Produce Training Statement of Intent and Dignity at Work Policy	SEM

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Appendix 2

DRY DRAYTON PARISH COUNCIL
February 2023 Bank Reconciliation

	£
Lloyds current account on 31 st January 2023	£27,149.96
<u>Less</u> payments presented from 1 st February 2023 to 28 th February 2023 3 online payments, 2 direct debits and 2 standing orders	£1,001.81
<u>Plus</u> , receipts presented from 1 st February 2023 to 28 th February 2023 No receipts received	£0.00
Closing bank account on 28 th February 2023	£26,148.15
<u>Less outstanding payments not yet subtracted</u> Reimbursement to clerk for postage	£1.90
Balance carried forward at 28th February 2023	£ 26,146.25

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

7th March 2023

TUESDAY 7TH MARCH 2023

DRY DRAYTON PARISH COUNCIL

[Signature]
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