Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 4th April 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 Houlihane (Vice-Chairman), Cllr

D Smith (Councillor)

Attending: Cllr C Garvie (District Councillor), Cllr E Murphy (County Councillor), Cllr R Stobart (District

Councillor), S Etherington-Meech (Parish Clerk/RFO), 3 members of the public

To Accept Apologies for Absence
 Apology accepted from Clir E Pyle (absent due to another commitment).

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 resident raised a concern over potholes in the village and in particular the road sweeping machine being caught in one. Cllr Murphy said that everyone accepts it is a serious issue, if not a crisis, and highlighted the importance of logging potholes on the County Council reporting tool as the log will remain there until the potholes are fixed. Cllr Murphy went on to explain the following:

- There have been years and years of managed decline of the condition of the roads.
- There has been historical under-investment.
- The County Council have inherited a contract that is difficult to manage, expensive, and inefficient.
- This matter is very high on the priority list with the Highways Officers and the Chair of the Highways Committee. They are in crisis management and are attempting to find more efficient ways to plug gaps.

Cllr Aldersley asked Cllr Murphy for an update on the offer from Cllr Beckett to walk through the village in order to grasp the local highways issues. Cllr Murphy advised that he is very keen to do this. However, she has not managed to make a connection but is keen to fix a time for him to come out. Cllr Granger requested the response timeframes of reports made on the reporting tool. Cllr Murphy did not know off the top of her head but said the reality is that they are overwhelmed. Cllr Aldersley raised the point that whilst there is a tool to report, potholes in the village that have been reported some 12-14 months ago have still not been fixed. Cllr Murphy explained that there are difficult operations problems that highways have to solve and if potholes are not reported there is no chance of fixing them. Cllr Granger found and stated the standards for fixing, Cllr Aldersley advised that these are clearly not being followed and Cllr Murphy reiterated that they are in crisis.

The public forum was closed at 7.11pm.

 To Approve the Minutes of Meeting held on Tuesday 7th March 2023 & confidential minutes of 5th July 2022 & 6th September 2022

RESOLVED (Prop Clir Aldersley, 2nd Clir Houlihane, unanimous) that the minutes be signed by the chairman as a true and accurate copy of the meeting. Clir Aldersley thanked Clir Granger for taking the minutes on behalf of the clerk on 7th March 2023.

- Matters Arising from the Minutes, Report of any actions and Resolutions from last meeting See Appendix 1
 - a) Ross Lewis at Highways has requested a quote from a contractor, ongoing issue.
 b) Cllr Houlihane advised that one wigwag is working but the other, despite being programmed, is not. Highways have referred it to the supplier, but they have not come back with any technical information. ACTION Cllr Murphy to investigate this matter.
 d) It was advised that the MVAS pole on Scotland Rd opposite Blackgate House has still not been erected. ACTION Clerk to send details of MVAS pole application to Cllr Murphy.
 e) Cllr Aldersley advised that DDPC are aware the original quarterly meeting was cancelled and requested an update on the situation from Cllr Murphy. Cllr Murphy explained that the whole issue of having Local Highways Officers (LHO) as being a main point of contact for members, parish councils and residents is a great idea, although it just wasn't working.

Therefore, there has been a review of the LHO and associated roles, with the LHO role being

2.00

more customer focused. The LHO manager will be dedicated to managing teams solely of LHOs. There will be a restructure and interviews are being carried out this week. It is expected that hopefully by June there will the name of a person who will be our LHO. f) Clir Murphy clarified the following from her last report. '...... there were aspects of active travel touching all parts of Bar Hill Division. For Dry Drayton it is that the (Oakington Rd/A1307) NMU is endorsed as part of the active travel scheme, not that there are new impacts. The main new addition to the scheme for Bar Hill Division is the potential for a path round the perimeter road in Bar Hill.'

c) CIIr Aldersley advised that the last parish council meeting where Grant Weller attended to explain the situation with the NMU was "lively". There are a number of annoyed, frustrated, and angry residents in the village, who feel that over the last 7 years they have been lied to. Since the meeting CIIr Aldersley has liaised with Grant Weller and his associates regarding exactly what needs to be transferred to the County Council from highways and the sequence that must be followed. The County Council needs to obtain the land from National Highways before it can complete the CPO process with the landowner, the reason being that the CPO process with the landowner has to demonstrate that the process can actually go to completion. This is why National Highways and County Council have to agree the transfer of the lands at each end of the route. CIIr Aldersley said he understood that there were discussions about that recently and requested an update from CIIr Murphy who advised she hadn't yet received an update. CIIr Aldersley agreed to chase up with Grant and his associates, and CIIr Murphy said she could chase up. CIIr Aldersley asked if CIIr Murphy had anything to add.

SCA, a, May. 23 Note. It was confirmed that funding was never quaranteed and was them-Som, not withdrawn.

Clir Murphy highlighted that she was curious if there is evidence of being told something different from the past and would be interested to see it. Clir Aldersley said that ever since he had been involved in the parish council, the former county councillor was adamant it was going through and the only thing stopping it was access to land. This message was shared with residents and the parish council, and as far as people in the village were concerned, once the CPO process went through then that was it, and the NMU would proceed. Clir Houlihane said that we were told the funding was secure and ringfenced. Clir Aldersley stated that it then came as a bolt out of the blue to find out that National Highways had withdrawn funding, which Clir Aldersley stated that he considered to be iniquitous. Further, the parish council and residents had not been advised that the CPO process with the landowner could not go ahead because there had to be an equivalent process with National Highways, relating to their acquisition of land during the work on the A1307/A14, etc. Therefore, there is a lot of frustration and a lot of anger, and he is aware that some residents will be taking this matter further, an action which the parish council will support. Overall, there is a lot of dissatisfaction in the village in the manner in which this has been handled.

Cllr Murphy said that she could understand that and personally was aware of the funding position from the outset and did not realise that we had not been told. Cllr Aldersley explained that the first time he and the clerk had an inclination of something was at the meeting with Highways at 'The Drift' at the beginning of the year. Prior to this there had been no indication that the NMU might not go ahead. Cllr Murphy advised that she did not appreciate that because she did not think that funding was guaranteed, Cllr Aldersley said that DDPC were advised that the monies for the project were ringfenced and, as far as the parish council and residents were concerned, the project was watertight. Cllr Murphy stated that she never used this term. Cllr Murphy further explained that if she had of known we'd been told that she would have been more appreciative to where we she and us were.

Cllr Aldersley explained that the clerk as part of her budgeting process at the end of last year enquired of Cllr. Murphy about any required funding from the parish council for the NMU and at no point in communication was there any suggestion that the funding was not secure. Cllr Granger highlighted the following extract from the 4^{th of} October 2022 minutes from Cllr Murphy '........ in relation to the NMU she advised that all is going to plan and there is nothing unusual to report. As stated previously once the CPO is complete, they will hire contractors, at which point the timetable for construction can be determined.' Cllr Granger

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said that there is not anything from that sentence that implies that it is not set in stone. Cllr Murphy said she thinks this is a profound misunderstanding as her understanding was that the contractors would then be able to design it but not that it would be built as it would need funding. She apologised if the misunderstanding was perpetuated. Cllr Houlihane remembers that people were explicitly asking about funding before Cllr Murphy's time and getting very definite responses back saying that there were no issues with funding, and so from our side there has never been any doubt over funding of the project. Cllr Smith commented that over the past year we have been told that the CPO was actually in progress, and at one meeting the parish council was told that the project was at a critical phase and was commercially confidential and sensitive. Hence, we assumed that the CPO was going ahead. Cllr Aldersley also highlighted that the land transfer from National Highways to County Council was never shared. Cllr Murphy advised that she had been told that it was just a tick box exercise all the way through, not controversial and with no problems; they were simply just waiting for paperwork. What happened was that National Highways changed their position and declined the funding request for this NMU and numerous others.

Cllr Aldersley stated that as a parish council there is a need to determine what can be done because there are many disgruntled and angry residents in the village, and something has to be done. Therefore, DDPC will decide what course of action can be taken.

- 5.2 Ongoing issue, Cllr Aldersley to email relevant person in relation to the parking.
- 5.3 Cllr Aldersley advised that following four months without an update, he decided to chase. He was told by Matheus Souza that a decision had been made two months previously and they are going to send out a letter to residents of Oak Crescent to advise when work will take place. However, Cllr Aldersley is still waiting for a timeframe for the letter to be sent and work to commence. The 2023/24 application is still being processed and there is no update at present.
- The clerk explained that following discussions with SCDC in relation to the Community Chest Grant Scheme, DDPC is unable to apply for a defibrillator through the scheme as they do not meet criteria for funding because they do not have 160 electors or less. Cllr Garvie gave the clerk information on a part funded scheme through the British Heart Foundation. ACTION Cllr Stobart to investigate Dry Drayton Primary School receiving a defibrillator.
- 5.5 No update ongoing matter
- 5.6 RESOLVED, the benches have now been erected and positive feedback from residents has been received particularly for the benches erected in the woodlands.
- 5.7 RESOLVED, Cllr Aldersley received acknowledgement of receipt from Cllr Bridget Smith. He has also sent the letter to Huw Merriman MP, Secretary of State for Transport, and Anthony Browne MP and has received a response from the Secretary of State for Transport. Decision expected next month in relation to which route will be selected.
- 5.8 RESOLVED, Cllr Aldersley sent the application to the clerk and Cllr Murphy and following suggestions will submit the application in the next few days.
- 5.9 Cllr Aldersley explained that he has chased this matter twice if no response is received by the next meeting items are to be removed.
- 5.10 Cllr Stobart said that following the Little Gransden meeting there have been no further discussions. ACTION – Cllr Stobart to check extended consultation deadline date.
- 5.11 Cllr Stobart said he has had no joy with this matter and requested Cllr Murphy's help.
- 5.12 Cllr Houlihane has had a response, but it did not really say anything other than we would be involved in a final consultation. Also, it did not answer why the decision has been made.
- 5.13 Cllr Stobart highlighted this matter with Peter Blake, and he was advised that Kerry Allen has been appointed as project officer for this item. ACTION - Cllr Stobart and Cllr Garvie are to invite Kerry Allen along with Jo Baker to an extraordinary parish council meeting after 8th May.
- 5.14 Cllr Houlihane has the details to attend this meeting virtually and as well as issues already raised, he is to raise concerns over the loss of the layby and problems for access etc.
- 5.15 RESOLVED, councillors advised that a new pipe has been installed.
- 5.16 ACTION Clerk to arrange a Zoom meeting for herself and ClIr Aldersley after the Easter holidays.

300

- 5.17 ACTION Cllr Smith to investigate the CCLA savings account. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane) that the clerk completes an application for an Instant Access Savings Account with Lloyds to transfer reserve monies out of the current account as soon as possible.
- 5.18 The clerk has emailed the school to arrange for herself and Cllr Aldersley to plant the tree in the school grounds and is awaiting a response. Nearer the coronation, a ceremony will be arranged for DDPC to present a plaque for the tree.
- 5.19 No update, ongoing issue.
- To Accept a Report from County and District Councillors For Cllr Murphy's report see drydraytonpc.org.uk.

For Cllr Stobart & Cllr Garvie report see drydraytonpc.org.uk.

Cllr Stobart highlighted that EWR want to ensure that they setup access to a Community Hub for more detail on route choices etc, May deadline is set up and they are sticking to it.
Cllr Stobart asked if DDPC had any more thoughts on carrying out a neighbourhood plan. Cllr Aldersley brought Item 8.4 forward to be discussed.

It was discussed that following articles in the newsletter no volunteers have come forward to assist with a Neighbourhood Plan. Cllr Aldersley said that he feels the council has a large workload at present. Cllr Granger offered to drive it forward, although there needs to be others to help with the task. Cllr Aldersley proposed that Cllr Granger prepares an item for the Annual Parish Meeting to raise awareness (ACTION).

- 7. To Discuss Planning Matters
 - a. Applications received for consideration
 - i. 23/00821/FUL Land Off Park Lane Erection of 2 No. new dwelling comments by 5th April 23 RESOLVED (Prop Cllr Houlihane, 2nd Cllr Aldersley, unanimous) to object to this application for the following:
 - Layout & Density The parish council believes that this proposal is
 inappropriate for the site highlighting specific concerns over layout and density with
 the two properties being proposed in very close proximity to each other with
 limited space between them. This would further negatively impact appearance.
 - Traffic & Highway Safety The council is concerned over poor access and traffic safety in and out of the site with three houses using the same shared access.
 Also, there is a blind corner if you turn left from Oakington Road which is of concern.
 - Parking Concern was raised in relation to insufficient access for vehicles in and out of the site when parking spaces are occupied.
 - Noise The council raised concerns over noise from the heat pumps at the site for neighbouring properties.
 - Street Trading Consented Premises STCP268011 The Black Horse, Dry Drayton comments by 5th April 2023
 RESOLVED (Prop Clir Aldersley, 2nd Clir Granger, unanimous) that DDPC have no issues or comments to make in relation to this application.
 - b. Decisions received from South Cambs District Council
 - 22/04433/FUL Land Off Park Lane Dry Drayton Cambridge Cambridgeshire CB23
 8DB Erection of 1 new dwelling application withdrawn
 - ii. 23/00061/S73 57 High Street S73 application to vary condition 2 (Approved plans) of planning ref; 21/01895/HFUL Amendment 'balcony sides altered' application will not be referred to the planning committee permission granted
 - iii. 21/03114/HFUL 6 Swifts Close, Dry Drayton Construction of a garden building to the right of the property – application will not be referred to the planning committee, pending decision
- 8. Matters for discussion/correspondence received
 - 8.1 To discuss the replacement/removal of the bus shelter on Oakington Road

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ACTION - Cllr Smith to create a form for residents ready for the June newsletter for residents to complete with their views as to use of the bus shelter.

- 8.2 To discuss action to be taken as Wigwags are still not working Discussed under Item 5.1 b) Fixing of wigwags.
- To discuss responsibility for the junction between the Avenue (Madingley) & A14 relief road (A1307), CCC or National Highways Cllr Aldersley highlighted that Cllr Garvie had been mentioned in email correspondence with Madingley Parish Council in relation to this matter. Cllr Aldersley saw a note from someone agreeing to put reflective tape on the gate, ClIr Garvie said that it has been put there and is grey reflective tape which is visible at night. Cllr Garvie has asked if anything more will be carried out but has not heard back yet. Cllr Granger and Cllr Aldersley highlighted that

signage needs to be replaced as it is a dangerous junction, and lack of signage does not help in the daytime. Cllr Murphy confirmed that responsibility has been attributed to Highways for this area and she has been told that signage is in hand, although has no idea of a timeframe. She advised that David Allett is in charge of safety.

- 8.4 To discuss how to proceed following a meeting in February with the Neighbourhood Planning team
 - Discussed under Item 6.

8.3

- For info Response that Cllr Bridget Smith sent to Minister Merriman in relation to East
- 8.6 To discuss email from Jo Baker at the Greater Cambridge Partnership in relation to the C2C project and arranging a date after 8th May 2023 for him to attend a meeting to discuss a Statement of Common Ground.

Discussed under Item 5.13.

8.7 To discuss liaison with PX Farms in relation to someone living in van on their land and whether there are any publicly accessible defibrillators at the Irwin Centre or Dry Drayton

PX Farms advised that they did not find evidence of someone living in a van on their land. However, Cllr Aldersley has photos of an abandoned van that is still there. PX Farms also advised the clerk that there are not currently any defibrillators at the Irwin Centre or Dry Drayton Industries although it is something that they are considering. ACTION - Clerk to email PX Farms photos of the van and also to send over the British Heart Foundation information in relation to defibrillators.

- 8.8 For info – change of original date agreed for litter pick from 1st April to 29th April 2023
- To discuss the responsibility for footpaths and bridleways further to email from 8.9 **Townsland Trust**

This item was discussed after Item 8.6. Cllr Aldersley explained that there are some footpaths in the village that are not in the best of condition. CIIr Aldersley asked CIIr Murphy who is responsible, and she advised that the correct answer is that generally public land is the County Council's responsibility but could also be parish, private ownership and sometimes National Highways if the land hasn't been adopted by the County Council. Cllr Murphy advised that there is something parish councils can access which tells who owns which bits of land. The parish council can subscribe to the land registry to find out ownership. Cllr Aldersley advised that the bridleway between here and the end of 'The Drift' is owned by the parish council. The suggestion from the Townsland Trust was to set up a working party to carry out the works. ACTION - CIIr Aldersley to make enquires with the County Council 'Footpath and Highways Officer'. ACTION - Clerk to enquire if Brookfield could cut 'The Drift' annually and cut some hedgerow when appropriate and provide costs. Also, to enquire with PX Farms if any hedgerow is cut by them.

Cllr Murphy, Cllr Garvie and Cllr Stobart left after this item.

8.10 For info – response to Cllr Houlihane from Cambridgeshire County Council in relation to the Active Travel Scheme on Cambridge Road in Madingley

> DRY DRAYTON PARISH COUNCIL sell-

- 8.11 For info response from Brookfield Groundcare in relation to grass cutting of Park Lane & Park Street
 - Clir Aldersley had received details from residents that some areas had not been cut, Brookfield confirmed they were unable to cut the areas due to wet ground. ACTION clerk to request Brookfield do same as last year with 'no mow May'.
- 8.12 To review any updates on the Non-Motorised User (NMU) track along Oakington Rd to link to the A1307 Discussed earlier in the meeting.
- 9. Consultations no consultations
- 10. Finance and Policy
 - a. To accept account review to date and bank reconciliation inc for year end, final accounts
 The bank reconciliation (see Appendix 2) and account summary were circulated to the
 councillors prior to the meeting. Cllr Smith questioned as to whether the Annual Parish
 Council meeting would be the day to resolve to put aside sums of money for the earmarked
 reserves as he believes it has to be a resolution of the council. The reserve tab of the finance
 spreadsheet was also queried by Cllr Smith as he feels that this is unclear in relation to
 'earmarked' and 'general' reserves. ACTION Clerk to investigate the reserve part of the
 AGAR and also the reserve tab on the finance spreadsheet.
 - b. To advise of payments received between 1st March 2023 to 30th March 2023
 - i. SSE Streetlighting Energy Reimbursement £6.86
 - Direct debits and standing orders paid between 1st March 2023 to 30th March 2023
 - i. S Etherington-Meech Clerks Salary/Expenses/Pension (Period 11 & 12) £803.64
 - d. Online payments made between 1st March 2023 to 30th March 2023
 - i. CAPALC Clerks Training for Archiving & Retention £30.00
 - ii. Dry Drayton Village Hall Hall Hire for 4th April 2023 £24.00
 - iii. S Etherington-Meech Postage reimbursement £1.90
 - e. Payments to hand
 - Parish Online/Geoxphere Digital Mapping Subscription £45.00 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Smith, unanimous) for payment to be made, payment to be approved online. (IGA 1972, s.143)
 - ii. CAPALC Annual Affiliation Fee £373.94 (£323.94 without the DPO Membership Scheme) - RESOLVED (Prop Cllr Aldersley, 2nd Cllr Smith, unanimous) for payment to be made, payment to be approved online. (IGA 1972, s.143)
 - iii. Percheron Agricultural Services Erection of 7 benches £1,104.00 The clerk confirmed with the Section 106 officer at South Cambs District Council that this invoice could be paid from Section 106 monies. RESOLVED by a majority vote (Prop Cllr Houllhane, 2nd Cllr Granger, Cllr Smith in favour, Cllr Aldersley abstained from voting as he uses the company personally) for payment to be made, payment to be approved online. (Town & County Planning Act 1990, s.106)
 - iv. Received after agenda was produced Brookfield Groundcare, Cut 1 of 10 £360.00 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous) for payment to be made, payment to be approved online. (Public Health Act 1875, s.164; Open Spaces Act 1906, ss.9 and 10; Commons Act 1899)
 - f. Updated asset register for 31st March including amendment to brush cutter/strimmer
 - $RESOLVED \begin{tabular}{l} Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that the updated asset register be adopted. \\ ACTION-Clerk to investigate ownership of the wigwag programmer. \\ \end{tabular}$
 - g. To discuss adding Cllr Granger as a signatory to DDPC bank account
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane, Cllr Smith in favour) that Cllr Granger be added to DDPC Lloyds
 account.
 - For info Email from PKF Littlejohn with dates for audit certificate of exemption to be completed by 3rd July 2023 – audit file to internal auditor w/c 24th April 2023
- 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.

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12. Date and time of next meeting – Tuesday 9th May 2023 at 7.00pm at Dry Drayton Village Hall and to confirm meeting date until March 2024. It was also highlighted that the Annual Parish Meeting will take place on Friday 28th April 2023.

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.

13. To discuss the clerk's appraisal carried out on 21st March 2023 by Cllr Aldersley & Cllr Pyle In confidential minutes.

Meeting closed at 9.02pm

Appendix 1

Action Report/Ongoing Issues

5.1	Update from Cllr Murphy in relation to the following matters:	SCA/EM
	a) Works at 'The Drift'	
	b) Fixing of the wigwags	
	c) NMU	2
	d) Erection of additional poles for MVAS	
	e) Clerk to attend quarterly meetings with Cllr Murphy & Highways	
	f) To report back on Highways and Transport meeting 'Bar Hill Division'	
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	SCA
5.4	Investigate defibrillator funding sources and locations/defib for school update	SCA/CG/RS
5.5	Update on two remaining councillor vacancies. To review poster.	SCA
5.6	Update on the progress of erection of the jubilee and slab benches	SCA
5.7	Send letter in response to ClIr Bridget Smith's letter sent to the minster in relation to EWR	SCA
5.8	Application for 20mph speed limit	SCA
5.9	Update from Neighbourhood Watch Team in relation to CCTV	SCA
5.10	Aircraft noise from Luton Airport stacking – consultation end date 31st May 2023	RS/CG
5.11	To attempt to source minutes from Highways and Transport committee in relation to NMU	
5.12	Update on sending letter in relation to the partial closure of Cambridge Rd in Madingley	
5.13	Update on the progress of plans for a proposed NMU route to the Travel Hub	TSH
5.14	To attend planning committee meeting on 12 th April for Dry Drayton Methodist Church	TSH
5.15	Update on PX Farms investigating a collapsed drain and water in a ditch on their land at the	SEM/TSH
	top of Madingley Road	
5.16	To contact the National Allotment Society to arrange meeting	SEM
5.17	To investigate savings accounts	SEM
5.18	Update on planting the oak tree at Dry Drayton Primary School and sourcing a coronation	SEM
	plaque for tree in May 2023	
5.19	Produce Training Statement of Intent and Dignity at Work Policy	SEM

Meeting closed at 9.02pm

DRY DRAYTON PARISH COUNCIL March 2023 Bank Reconciliation – Year End

	£
Lloyds current account on 28 th February 2023	£26,148.15
Less payments presented from 1 st March 2023 to 31 st March 2023 3 online payments, 1 direct debit and 2 standing orders	£859.54
Plus, receipts presented from 1st March 2023 to 31st March 2023 1 receipt received	£6.86
Closing bank account on 31st March 2023	£25,295.47
Less outstanding payments not yet subtracted	£0.00
ance carried forward on 31st March 2023 £ 25,29	5.47

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

4th April 2023