

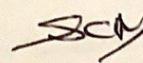
**Minutes of Dry Drayton Annual Parish Council (DDPC) Meeting**  
**Tuesday 9<sup>th</sup> May 2023 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton CB23 8BS**

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

**Clerk:** Sarah Etherington-Meech (CILCA)

**Attending:** Cllr C Garvie (District Councillor), Cllr R Stobart (District Councillor), 1 members of the public

1. **Election of Chairman and signing the Declaration of Acceptance of Office**  
 RESOLVED (Prop Cllr Pyle, 2nd Cllr Houlihan, unanimous) to re-elect Cllr Aldersley as Chairman.  
 The Chairman signed the Acceptance of Office form.
2. **Election of Vice-Chairman**  
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) to elect Cllr Houlihan as Vice-Chairman.
3. **To Accept Apologies for Absence**  
 No apologies for absence – all parish councillors were present.
4. **To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**  
 No declarations of interest were declared.
5. **To Agree to hold a Public Forum**  
 No members of public were in attendance when this item was opened by the Chairman.
6. **To Approve the Minutes of Meeting held on Tuesday 4<sup>th</sup> April 2023**  
 At the request of Cllr Houlihan, for clarity the following side note was added by the Chairman to the 2<sup>nd</sup> paragraph of Item 5.1 c) 2<sup>nd</sup> paragraph. 'It was confirmed that funding was never guaranteed and was, therefore not withdrawn'. With the amendment, it was RESOLVED (Prop Cllr Aldersley, 2nd Cllr Smith, unanimous) that the minutes of the meeting 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**
  - 7.1 a) No update  
 b) Cllr Houlihan explained that replacement boards were sent to him. However, the boards work in his house but not at the bus stop due to interference. He explained that they are usable but must be taken down to be reprogrammed.  
*Action: Clerk to check with Joshua Rutherford as to whether programmer is included in 2.5K insurance value for wigwags and to also advise that they have never really worked.*  
 c) Cllr Stobart said that he will comment as District Councillor as NMUs are seen as one single project and is to propose a meeting in June with GCP and Grant Weller to discuss. Cllr Aldersley has been in contact with Grant Weller and Patrick Joyce re: transfer of land from National Highways to Cambridgeshire County Council and is awaiting an answer. He is also trying to bring the Dry Drayton situation with the NMU to Anthony Browne's attention.  
 d) No update  
 e) Cllr Murphy forwarded contact details for Alex Beckett. Cllr Houlihan and Cllr Aldersley to arrange a village walk through with Alex Beckett and the Local Highways Officer later in the year.
  - 7.2 There is a meeting later this month.
  - 7.3 No update on 2023/24 application. Oak Crescent works have started; however, issues have been raised with the current design due to an incident with a large school bus colliding with a sign. Cllr Aldersley has requested no more work is carried out until this is investigated.
  - 7.4 No update
  - 7.5 No update
  - 7.6 Email sent no response so Cllr Aldersley will chase this matter.
  - 7.7 Cllr Stobart to check extended deadline with Cllr Tumi Hawkins
  - 7.8 The minutes are still not available. Cllr Stobart to liaise with Kerry Allen for her availability.
  - 7.9 The letter has been sent, item to be removed.
  - 7.10 No update
  - 7.11 Cllr Houlihan attended the meeting on behalf of DDPC.

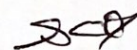




- 7.12 To be discussed under Item 12. p)
- 7.13 The survey is still open, and an update will be provided at the June meeting.
- 7.14 **Action** – Clerk to contact landowner.
- 7.15 Cllr Aldersley and Cllr Pyle are to plant the tree with the pupils on Friday 12<sup>th</sup> May at 3pm.
- 7.16 Ongoing matter
- 7.17 Clerk to email the National Allotment Society to arrange Zoom call.
- 7.18 **Action** – Cllr Houlihan to send a map of the area so the clerk can enquire with Brookfield if they can cut 'The Drift' after nesting season and to see if PX Farms cut their side of 'The Drift'.
- 7.19 'No mow May' was requested and is being observed by Brookfield. Item to be removed.
- 7.20 Action under Item 7.1 b)
- 8. To Accept a Report from County and District Councillors**  
It was noted that the District Councillors' report was received and circulated prior to the parish council meeting. Cllr Stobart just wanted to highlight the deadline for the Zero Carbon Communities Grant of 2<sup>nd</sup> June 2023. No report was received from the County Councillor.
- 9. To Discuss Planning Matters**
- a. Applications received for consideration
- i. **23/01489/OUT - Land to The Rear Of 1 View Farm Cottages Park Lane - Outline application for the erection of 1 No. one and a half storey dwelling with some matters reserved except for access – comments by 17<sup>th</sup> May 2023**  
A member of the public had missed the public forum, so the Chairman allowed them to speak in relation to this matter before the councillors had a discussion.  
**RESOLVED** (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that DDPC object to this application for the following material considerations:
- Proposal is out of keeping with the village street scene.
  - Proposal will have an effect on the neighbouring listed building White Cottage.
  - Scale of the proposal is completely out of proportion with the surrounding properties.
  - Parking and access issues. There will be conflict of access with neighbouring properties, and it would be difficult to leave a parking space without conflicting with another parking space.
  - Proposed property is very close to neighbouring Orchard Barn House.
  - Subdivision of an already small garden is not appropriate.
  - Proposal would result in the removal of mature apple trees, which form part of the street scene. If permission is granted there must be a condition for a suitable replacement.
  - Any permission granted should condition that the height of the development and site boundaries are as captured in the existing plan.
- b. Decisions received from South Cambs District Council
- i. **22/03729/FUL – Dry Drayton Methodist Church, Park Street - 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 – Permission granted (to note comments from Dry Drayton Primary School in relation to the application)**  
Cllr Houlihan attended the planning committee meeting where this application was decided. Cllr Pyle to advise the Headteacher at Dry Drayton Primary School to contact planning directly as the application has now been decided and concern has been expressed.
- 10. Matters for discussion/correspondence received**
- 10.1 **To confirm councillor attendance at Parish/Cabinet Liaison Meeting with Bridget Smith on 5<sup>th</sup> June 2023**  
Clerk to register Cllr Smith and Cllr Granger to attend meeting.
- 10.2 **For info - EWR – government route update announced in May 2023**



- 10.3 **For info – Cllr Aldersley to provide an update on the removal of the concrete slab in the allotments**  
The concrete slab has been removed and Cllr Aldersley personally paid for the works.
- 10.4 **To discuss and provide any updates on the Oakington Road NMU**  
Discussed under Item 7.1 c).
- 10.5 **For info – SCDC – Northwest and West Community Forum via Zoom – 14<sup>th</sup> June 2023 at 6pm**
- 10.6 **To discuss the next steps for progressing a neighbourhood plan**  
*Action – Cllr Granger to contact other parishes to see how they have approached their Neighbourhood Plans and what benefits they have had since adopting the plans.*
- 10.7 **Email from Cllr Murphy with response from CCC in relation to responsibility for The Avenue and the A1307**  
Cllr Murphy received an email from David Allatt from the Transport Strategy and Network Management team at Cambridgeshire County Council which confirmed that both The Avenue (Madingley) and the A1307 are the responsibility of Cambridgeshire County Council.
11. **Consultations**
- 11.1 **For info – Fulbourn Neighbourhood Plan – adopted 30<sup>th</sup> March 2023**
12. **Finance and Policy**
- a. **To accept account review to date and bank reconciliation**  
The bank reconciliation (Appendix 2) was circulated to councillors. The finance spreadsheet has not been updated for the current financial year and will be provided before the next meeting.
- b. **To advise of payments received between 1<sup>st</sup> April 2023 and 30<sup>th</sup> April 2023**  
i. SCDC – 1<sup>st</sup> instalment of precept - £14,500.00
- c. **Payments made between to 1<sup>st</sup> April 2023 and 30<sup>th</sup> April 2023**  
i. S Etherington-Meech – Clerks Salary/overtime/expenses (Period 12 & 1) - £803.64  
ii. Brookfield Groundcare – Cut 1 of 10 - £360.00  
iii. CAPALC – Annual Affiliation Fee with DPO membership for 23/24 - £373.94  
iv. Geosphere (Parish Online) – Annual Mapping Service Subscription - £45.00  
v. Percheron Agricultural Services – Erection of 7 benches - £1,104.00  
vi. SSE Electricity – Streetlighting Energy for 1<sup>st</sup> March 2023 – 3<sup>rd</sup> April 2023 - £16.86  
vii. Dry Drayton Village Hall – Hall hire for 3 hrs on 28<sup>th</sup> April & 9<sup>th</sup> May - £48.00
- d. **Payments to hand**  
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that all payments to hand are paid.  
*Action – That councillors approve payments online*  
i. S Etherington-Meech – Mileage/Postage/APM refreshments (Period 1) – £56.90  
ii. VisionICT – Hosted email accounts (8) for June 23 – May 24 - £172.80  
iii. VisionICT – Annual website hosting and support for June 23 – May 24 - £225.76  
iv. Brookfield Groundcare – Cut 2 of 10 - £360.00
- e. **To review the Year-end accounts**  
The Year-end accounts were circulated to the councillors and will be signed off once the AGAR is received from the Internal Auditor together with his report.
- f. **To review standing orders and variable direct debits from bank account**  
The current standing orders and variable direct debits were considered by members and RESOLVED to keep them in place.
- g. **To review bank signatories and agree removal and adding**  
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that all councillors remain as signatories on the Lloyds bank account and for Cllr Granger to be added.
- h. **Authorise due payments that arise on a regular basis**  
RESOLVED (Prop Cllr Aldersley, Cllr Pyle, unanimous) to authorise due payments that arise on a regular basis including Brookfield Groundcare, Dry Drayton Village Hall, Pennon Water, VisionICT & LGS Services.
- i. **To review Standing Orders, Financial Regulations, and other policies & procedures**



25/23

Following review RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that all policies be approved with no amendments.

- j. **To review the Asset Register for 31<sup>st</sup> March 2023**  
The Asset Register was reviewed and approved at the last parish council meeting.
- k. **To confirm insurance cover**  
Insurance cover was noted by the council.
- l. **To review DDPC and/or staff subscriptions to other bodies**  
The current subscriptions for the council and staff were reviewed by members. These consist of: CAPALC (Cambridgeshire & Peterborough Association of Local Councils) for the Council, SLCC (Society of Local Council Clerks) for the Clerk, GeoXsphere (Online Mapping), Cambs ACRE, National Allotment Society and ICO (Information Commissioners Office) for the Council.
- m. **To review employment policies and procedures**  
The employment policies and procedures were reviewed by members.
- n. **To review expenditure incurred under S.137 of the Local Government Act 1972**  
It was noted that during 2022/23 DDPC incurred expenditure under S.137 of the Local Government Act on commemorative mugs for the Queens Jubilee.
- o. **To complete consent forms for the summons to meetings to be transmitted in electronic format**  
All councillors completed the necessary form.
- p. **To discuss changing bank account to Unity Trust and opening a savings account**  
*Action – Clerk to investigate opening a bank and savings account with Unity Trust.*
- q. **To determine the time and place of ordinary meetings up to and including the next Annual Parish Council meeting including double booking for 12<sup>th</sup> June 2023**  
*Action – Clerk to contact the village hall to advise that DDPC are unable to change their hall booking on 12<sup>th</sup> June 2023.*  
DDPC agreed the meeting dates until May 2024.  
*Action – Clerk to put meeting dates on council website, circulate to councillors and village hall.*
- r. **To consider report from internal auditor report if received**  
The internal auditor report was not yet received, item adjourned to June meeting.
- s. **To discuss earmarked reserves and resolve amounts and purposes of earmarked reserves at year end**  
The Chairman adjourned this item to the June meeting.
- t. **To consider purchasing an accounting software package with the option of an allotment package**  
The Chairman adjourned this item to the June meeting.

13. To accept notices and matter for the next agenda

14. Date and time of next meeting – Monday 12th June 2023 at 7.00pm at Dry Drayton Village Hall

The Chairman closed the meeting at 9.05pm

Signed.....Chairman

Date.....12 June 23



## Appendix 1

7.1	Update from Cllr Murphy in relation to the following matters: a) Works at 'The Drift' b) Fixing of the wigwags c) NMU 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'	SCA/EM
7.2	Update of Townsland Trust Section 106 projects and parking investigations	SCA
7.3	Update on LHI application for Oak Crescent & 2023/24 LHI Application	SCA
7.4	Investigate defibrillator funding sources and locations/defib for school update	SCA/CG/RS
7.5	Update on two remaining councillor vacancies. To review poster.	SCA
7.6	To make enquiries with the 'Footpath & Highways Officer' in relation to footpaths and bridleways in the village	SCA
7.7	Aircraft noise from Luton Airport stacking – to check extended consultation deadline date	RS/CG
7.8	To attempt to source minutes from Highways and Transport committee in relation to NMU & invite Kerry Allen & Jo Baker to an extraordinary meeting after 8 <sup>th</sup> May 2023	RS
7.9	Update on sending letter in relation to the partial closure of Cambridge Rd in Madingley	TSH
7.10	Update on the progress of plans for a proposed NMU route to the Travel Hub	TSH
7.11	To attend planning committee meeting on 12 <sup>th</sup> April for Dry Drayton Methodist Church	TSH
7.12	To investigate savings accounts	DS
7.13	To produce online and paper survey for resident views on bus shelter that needs repair	DS
7.14	To investigate land ownership details for abandoned car	SEM
7.15	Planting the oak tree at Dry Drayton Primary School and wording for coronation plaque	SEM
7.16	Produce Training Statement of Intent and Dignity at Work Policy	SEM
7.17	To contact the National Allotment Society to arrange meeting	SEM
7.18	To enquire if Brookfield could cut the 'The Drift' annually and some hedgerows and enquire with PX Farms if they cut any hedgerows	SEM
7.19	Send a request to Brookfield for 'No mow May'	SEM
7.20	Investigate ownership of the Wigwag programmer	SEM

Appendix 2

**DRY DRAYTON PARISH COUNCIL**  
**April 2023 Bank Reconciliation**

	£
Lloyds current account on 31 <sup>st</sup> March 2023	£25,295.47
<u>Less</u> payments presented from 1 <sup>st</sup> April 2023 to 30 <sup>th</sup> April 2023 <i>6 online payments, 2 direct debits and 2 standing orders</i>	£2,751.44
<u>Plus</u> , receipts presented from 1 <sup>st</sup> April 2023 to 30 <sup>th</sup> April 2023 <i>1 receipt received</i>	£14,500.00
Closing bank account on 30 <sup>th</sup> April 2023	£37,044.03
<u>Less outstanding payments not yet subtracted</u>	£0.00
<b>Balance carried forward at 30<sup>th</sup> April 2023</b>	<b>£ 37,044.03</b>

Notes: As of May 2023, outstanding Section 106 monies to be spent:

- Outdoor Meeting Space - £2,982.13
- Indoor Meeting Space - £40.31

*Sarah Etherington-Meech*

RFO

9<sup>th</sup> May 2023

TUESDAY 9TH MAY 2023

DRY DRAYTON PARISH COUNCIL

*SCA*