

26/23

Minutes of Dry Drayton Parish Council (DDPC) Meeting
Monday 12th June 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 Houlihan (Vice-Chairman), Cllr E Pyle (Councillor)

Clerk: Sarah Etherington-Meech (CILCA)

Attending: Cllr C Garvie (District Councillor), Cllr R Stobart (District Councillor), 2 members of the public

1. **To Accept Apologies for Absence**
 An apology from Cllr Smith was accepted, as he was absent due to another commitment. The chairman noted his disappointment that Cllr Murphy was not in attendance and had not sent an apology.
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**
 The chairman opened the meeting to the public. The public did not raise any matters.
4. **To Approve the Minutes of Meeting held on Tuesday 9th May 2023 and confidential minutes of 4th April 2023**
 RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) that both sets of minutes be signed by the chairman as a true and accurate copy of the meetings.
5. **Matters Arising from the Minutes, Report of any actions, Resolutions from last meeting & ongoing matters**
 - 5.1 **Update from Cllr Murphy**
 - a) **Works at 'The Drift'** – no update, ongoing issue.
 - b) **Fixing of the wigwags** - no update, ongoing issue.
 - c) **NMU** – Cllr Granger advised that she raised this at a meeting in Cambourne last week and Cllr Bridget Smith acknowledged that she was aware of the situation and Peter Blake (Transport Director, GCP) assured that things are going on in the background.
 - d) **Erection of additional poles for MVAS**
 Cllr Aldersley advised that a note was received from the Speedwatch team advising that they were contacted by a stand-in Highways Officer who will get this matter underway. The officer also advised that any Highways issues should be reported through the online tool. This was done and a number of outstanding issues will be addressed
 - e) **Clerk to attend quarterly meetings with Cllr Murphy & Highways** – see Item 8.13
 - f) **To report back on Highways and Transport meeting 'Bar Hill Division'** – Cllr Aldersley advised that he is unsure if this was a one off and would like confirmation from Cllr Murphy.

Cllr Aldersley highlighted that the monthly report received from Cllr Murphy did not address the issues in item 5.1 directly.
 - 5.2 **Update of Townsland Trust Section 106 projects/parking investigations (SCA)**
 Cllr Aldersley advised that the Townsland Trust are not investigating parking at present. They are looking into making the kissing gate at the other end of The Woodlands more suitable for disabled access. *Action – Cllr Aldersley to request costings and details of access for the project.*
 - 5.3 **Update on 2023/24 LHI application (SCA)** – no update, ongoing issue.
 - 5.4 **Defibrillator sourcing, location & update of school defib (SCA/CG/RS)**
 Cllr Garvie has tried contacting Dry Drayton Primary School for an update.
 - 5.5 **Two remaining councillor vacancies/poster review (SCA)** – no update, ongoing issue.
 - 5.6 **Luton Airport Stacking – confirmation of consultation deadline date from Cllr Tumi Hawkins (RS/CG)** – The consultation date is confirmed as 21st September 2023, Cllr Stobart is

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to find out implications of this from Cllr Tumi Hawkins. The message from the Little Gransden meeting is for residents to continue making complaints.

- 5.7 **To attempt to source minutes from Highways and Transport committee in relation to NMU & invite Kerry Allen & Jo Baker to an extraordinary meeting after 8th May 2023 (RS)**
Cllr Murphy has emailed some links to the minutes. Discussed under Item 6.
 - 5.8 **Update on the progress of plans for a proposed NMU route to the Travel Hub (TSH)**
This matter is included in Cllr Stobart's report.
 - 5.9 **To produce a map for Brookfield and PX Farms for annual cutting of 'The Drift' and hedgerows (TSH/SEM) – no update, ongoing issue.**
 - 5.10 **Update on land ownership on contacting the landowner of field with abandoned car (SEM)**
The landowner attended the meeting and advised that the car was not abandoned. They were aware of it being in their field which is private land and, in an area, where the public are not permitted. They will be monitoring access and use of the field to inform future public access.
 - 5.11 **To agree wording for oak tree coronation plaque (SEM)**
It was resolved that the same wording as the Jubilee plaque should be used.
 - 5.12 **Create Training Statement of Intent and Dignity at Work Policies (SEM) – Ongoing issue.**
 - 5.13 **To arrange a meeting with the National Allotment Society (SEM/SCA) – To be arranged.**
 - 5.14 **Investigate ownership of the wig-wags programmer (SEM)**
Action – Clerk to add wigwags for £4K and programmer for £300 to insurance policy and asset register.
 - 5.15 **Put meeting dates on DDPC website, circulate to councillors and village hall (SEM)**
RESOLVED, clerk informed DDPC that she has completed this action.
6. **To Accept a Report from County and District Councillors**
Cllr Murphy provided a report which was circulated to councillors and is available at www.drydraytonpc.org.uk. In relation to the report Cllr Aldersley asked Cllr Stobart for an outcome of the GCP assembly meeting. Cllr Stobart said he was not in position to give a summary; however, a video has been published online.

Cllr Stobart and Cllr Garvie provided a report which is available at www.drydraytonpc.org.uk. Cllr Garvie added to the report that the new levelling up bill is to provide a shorter form of Neighbourhood Plan called a Neighbourhood Priority Statement. However, it may take some time to come into force. *Action – Cllr Stobart is to find out a consultation date and request implications of this plan.*

Cllr Stobart has liaised with Kerry Allen, and she would like to have a site visit with parish councillors and other interested parties to discuss the travel link between the village and proposed travel hub at Scotland Farm. There will be no decision on the NMU between now and September. *Action – Cllr Stobart & clerk to liaise with Kerry Allen & Jo Baker to try to arrange a site visit before the summer and a public meeting around September/October.*

- 7. **To Discuss Planning Matters**
 - a. **Applications received for consideration**
 - i. 23/01599/HFUL - 55 High Street Dry Drayton - External insulation with render finish to side and rear – comments by 20th June 2023
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that DDPC support this application.
 - b. **Decisions received from South Cambs District Council**
 - i. 22/04057/FUL - Land Adj to Madingley Road Dry Drayton Cambridgeshire - Construction of American Barn and associated works – Permission granted
 - ii. 23/00821/FUL - Land Off Park Lane - Erection of 2 No. new dwelling – Application withdrawn
- Cllr Stobart, Cllr Garvie, and the public left the meeting at after this item (8.40pm)
- 8. **Matters for discussion/correspondence received**
 - 8.1 **Cllr Smith to present results of bus shelter survey and to discuss action required**
The results of the bus shelter survey were circulated to councillors prior to the meeting and 34 residents responded to the survey with 76% in favour of repair/refurbishment. RESOLVED

See 10.5.23

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(Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) to repair the Oakington Road bus shelter and proceed with the quotation received from Shelter Maintenance Ltd of £3,246.00.

The bus shelters have not been cleaned in some time.

Action – Clerk to enquire with Brookfield's and other clerks in the area for bus shelter cleaning.

8.2 For info – email correspondence with Cllr Aldersley and Roger Payne at CCC in relation to public rights of way

Cllr Aldersley advised that all public rights of way are responsibility of Cambridgeshire County Council.

8.3 For info- and update on the EWR route announcement

Cllr Houlihan said that the southern route has been recommended and he is to attend a meeting 13 June 2023 in relation to this matter.

8.4 To provide an update on the LHI Oak Crescent parking works and issues

Cllr Aldersley advised that there was no news, and emails have been circulated to councillors. An email had been sent to Cllr Murphy requesting her to get involved and her input welcomed. It is expected that later in June works are to go ahead.

8.5 For info - Resident complaints in relation to the footpath in Long Lane (Report made to CCC by Cllr Smith)

Cllr Aldersley explained that the response from CCC was that no action was to be taken.

However, there are issues with flooding and the ditches need clearing along Long Lane.

Action – Clerk to enquire with PX Farms as to whether any land is their responsibility and if ditches could be cleared along Long Lane as it borders land owned by PX Farms. To forward screen shot from Cllr Houlihan of location.

8.6 For info – Published Greater Cambridge Housing Trajectory and Five Year Housing Land Supply Report

8.7 Cllr Granger to provide feedback summary from councils with adopted Neighbourhood Plans

Prior to the meeting Cllr Granger circulated a summary of the results which had a mixed response. Cllr Aldersley said that for DDPC a Neighbourhood Plan would be a long task that DDPC could not manage on their own. It would be better to wait to see what the abridged version in the form of the Neighbourhood Priority Statement contains.

8.8 For info - Letter from Anthony Browne MP in response to those sent by Chairman and residents of the village regarding the NMU.

8.9 Update on agreed works on drains in the village following Chairman's meeting with Highways

Cllr Aldersley discussed under previous items in the agenda. However, the work will include clearing of grips on Scotland Road, jetting and camera investigation of drains and clearance of some drainage ditches.

8.10 Proposed TTRO road closure of Scotland Farm Rd – comments by 25th May 2023 – works to be carried out from 3rd July 2023 – 8th July 2023

It was advised that the order was produced today.

8.11 Email from Comberton Parish Council in relation to the proposal for a retirement village - 23/01448/OUT – determination deadline date 14th July 2023

The email was circulated to councillors. It was agreed that it was too late for DDPC to comment on this proposal and councillors were encouraged to comment personally if they wished.

8.12 For info - A14 Development Consent Order - Amendments to the Public Rights of Way Network – Letter received from Highways – previous map requested

It was advised that this is just formalising what has already happened with the A14 works and been put in place.

8.13 Clerk to provide an update on meeting attended with Highways and County Councillor on 25th May 23

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The clerk provided an update for the councillors and will circulate her notes from the meeting.

9. Consultations

9.1 Greater Cambridge Partnership – Making Connections Consultation update

10. Finance and Policy

a. To accept account review to date and bank reconciliation

The bank reconciliation (See Appendix 1) and account review to date were circulated to all councillors before the meeting. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) to accept the bank reconciliation and accounts.

b. To advise of payments received between 1st May 2023 – 31st May 2023 – No payments received

c. Direct debits and standing orders paid between 1st May 2023 – 31st May 2023

- i. S Etherington-Meech – Clerks Salary/overtime/expenses (Period 1 & 2) - £803.64
- ii. SSE – Streetlighting Energy for 4th April 23 – 2nd May 23 - £15.91

d. Online payments made between 1st May 2023 – 31st May 2023

- 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. 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. SLCC – Clerks Annual Membership - £106.20

f. To receive and note the Annual Internal Audit Report for 2022/23

The Annual Internal Audit Report for 2022/23 was received and noted by the councillors, no actions were required. The Chairman thanked the clerk for all the work carried out for audit.

g. To consider and approve the Year-end accounts for 2022/23

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) that the Year-end accounts for 2022/23 be approved.

h. To consider, approve and sign the Certificate of Exemption

The Certificate of Exemption was presented and read aloud to councillors by the clerk including the qualifying criteria, RESOLVED (Prop Cllr Pyle, 2nd Cllr Houlihan, unanimous) that DDPC met the qualifying criteria for 2022/23, therefore, the certificate was signed and dated by S Etherington-Meech (Responsible Financial Officer) and Cllr Aldersley (Chairman).

i. To consider, approve and sign The Annual Governance Statement (Section 1 of the AGAR)

The Annual Governance Statement for 2022/23 (Section 1 of the AGAR) was presented and read to councillors by S Etherington-Meech. The assembled Council members answered accordingly and RESOLVED (Prop Cllr Pyle, 2nd Cllr Houlihan, unanimous) that the Annual Governance Statement be approved. S Etherington-Meech (Responsible Financial Officer) and Cllr Aldersley (Chairman) signed and dated the statement.

j. To consider, approve and sign the Accounting Statements (Section 2 of the AGAR)

The Accounting Statements for 2022/23 (Section 2 of the AGAR) were presented by S Etherington-Meech (Responsible Financial Officer). RESOLVED (Prop Cllr Pyle, 2nd Cllr Houlihan, unanimous) to approve the Accounting Statement for 2022/23. Cllr Aldersley (Chairman) signed and dated The Accounting Statements.

k. Update on clerks' investigation into opening Unity Trust Current & Savings Account

Due to time constraints this item was adjourned by the Chairman to the July meeting.

l. To discuss earmarked reserves and resolve amounts and purposes of earmarked reserves at year end

Due to time constraints this item was adjourned by the Chairman to the July meeting.

m. To consider purchasing an accounting software package with the option of an allotment package

Due to time constraints this item was adjourned by the Chairman to the July meeting.

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n. To discuss contract expiry and renewal of contract with SSE for streetlighting

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that due to low energy costs with SSE the contract is renewed for another year.

11. To accept notices and matter for the next agenda

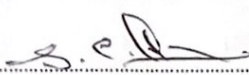
12. Date and time of next meeting – Monday 10th July 2023 at 7pm

Meeting closed at 9.34pm

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

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

Date.....10.8.23

Appendix 1

DRY DRAYTON PARISH COUNCIL
May 2023 Bank Reconciliation

	£
Lloyds current account on 30 th April 2023	£37,044.03
<u>Less</u> payments presented from 1 st May 2023 to 31 st May 2023 <i>4 online payments, 2 direct debits and 2 standing orders</i>	£1,635.01
<u>Plus,</u> receipts presented from 1 st May 2023 to 31 st May 2023 <i>No receipts received</i>	£0.00
Closing bank account on 31 st May 2023	£35,409.02
<u>Less outstanding payments not yet subtracted</u>	£0.00
Balance carried forward at 31st May 2023	£ 35,409.02

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

- Outdoor Meeting Space - £2,082.13
- Indoor Meeting Space - £40.31

Sarah Etherington-Meech

RFO

6th June 2023

MONDAY 12TH JUNE 2023

DRY DRAYTON PARISH COUNCIL