

**Minutes of Dry Drayton Parish Council (DDPC) Meeting**  
**Tuesday 18<sup>th</sup> July 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 E Pyle (Councillor), Cllr D Smith (Councillor)

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

**Attending:** Cllr C Garvie (District Councillor), Cllr R Stobart (District Councillor), 4 members of the public

**1. To Accept Apologies for Absence**

All parish councillors were present. Cllr Murphy (County Councillor) sent an email advising the clerk that she would not be attending the meeting. Cllr Aldersley requested that his disappointment was noted for Cllr Murphy's absence.

**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 public forum at 7.01pm.

A resident from Madingley was in attendance to raise the matter of the closure of Cambridge Road (Item 8.7). The resident gave the following information:

- Traffic problems especially rat running has always been a problem in Madingley
- The traffic order was implemented without many residents seeing sight of the order
- Residents believe the scheme has not delivered advantages only disadvantages

Cllr Stobart suggested that it would be good to get Cambridgeshire County Council and the Chair of the Committee together with residents of Madingley for a discussion. **Action – Cllr Stobart to send an email to open communication for this matter.**

The Chairman extended the public forum, and then closed it at 7.21pm

**4. To Approve the Minutes of Meeting held on Monday 12<sup>th</sup> June 2023**

RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihane, unanimous) that the minutes be signed by the chairman as a true and accurate copy of the meeting.

**5. Matters Arising from the Minutes, Report of any actions, Resolutions from last meeting & ongoing matters**

**5.1 Update from Cllr Murphy** – Cllr Murphy's report can be viewed at [www.drydrayton-pc.org.uk](http://www.drydrayton-pc.org.uk). Cllr Aldersley explained that Cllr Murphy had expressed her displeasure that items on the agenda are not warned, and Cllr Aldersley advised that all items are ongoing and have been on the agendas for several months.

- a) **Works at 'The Drift'** – Cllr Aldersley advised that the Chair of Bar Hill Parish Council had sent an email of thanks from a resident who now has wheelchair access from Bar Hill to Dry Drayton. However, Highways have advised that works are not completed as some items to finish works are on order.
- b) **Fixing of the wigwags** – item to be removed from agenda.
- c) **NMU** - Covered under item 8.8.
- d) **Erection of additional poles for MVAS** – Ongoing issue.
- e) **Clerk to attend quarterly meetings with Cllr Murphy & Highways** – The clerk advised that meetings have been scheduled for September and November.
- f) **To report back on Highways and Transport meeting 'Bar Hill Division'** – Item to be removed.

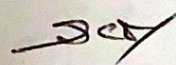
**5.2 Update of Townsland Trust Section 106 projects (details of costings and access for gate project) (SCA)**

See Item 8.4 – Following a meeting with the Woodlands Management Committee they have decided not to explore a gate.

**5.3 Update on 2023/24 LHI application (SCA)**

Cllr Aldersley explained that an email was received today advising that an update would be provided from highways w/c 7<sup>th</sup> August 2023.

**5.4 Defibrillator sourcing (National Lottery), location & update of school defib (SCA/CG/RS)**





- Dry Drayton Primary School have now confirmed that they have received a defib.
- 5.5 **Two remaining councillor vacancies/poster review (SCA)** - Ongoing issue.
- 5.6 **To invite Kerry Allen for a site visit & Jo Baker to the September/October meeting in relation to a travel link between the village and proposed travel hub (RS/SEM)**  
The clerk advised that Kerry is to provide her availability over the summer for a site visit and Jo will attend the DDPC September meeting.
- 5.7 **To produce a map for Brookfield and PX Farms for annual cutting of 'The Drift' and hedgerows (TSH/SEM)**  
Cllr Houlihane sent over to clerk 18<sup>th</sup> July 2023, and clerk to forward map to Brookfield and PX Farms.
- 5.8 **To source oak tree coronation plaque (SEM)**  
Wording agreed for plaque 'Planted to commemorate The Coronation of His Majesty King Charles III 6th May 2023. Funded by South Cambridgeshire District Council Free Trees Scheme' *Action – Clerk to check if South Cambridgeshire District Council can be abbreviated to SCDC on plaque.*
- 5.9 **Create Training Statement of Intent and Dignity at Work Policies (SEM)**  
Clerk is still working through amendments to the documents.
- 5.10 **To arrange a meeting with the National Allotment Society (SEM/SCA)**  
Ongoing issue to be arranged.
- 5.11 **Add wigwags and programmer to insurance policy and asset register (SEM)**  
Clerk sent details to insurance company and asset amended as Item 10. f).
- 5.12 **Update on repairs/refurbishment of Oakington Road bus shelter (SEM)**  
Parts have been ordered and repairs are planned for August.
- 5.13 **Update on Oak Crescent parking works and issues (SCA)**  
Cllr Aldersley received correspondence that works will re-commence the beginning of August
- 5.14 **Clerk to enquire with PX Farms in relation to responsibility of Long Lane and ditches being cleared**  
Clerk is awaiting a response from PX Farms. Cllr Houlihane believes that the ditch that runs away from Long Lane is their responsibility.

6. **To Accept a Report from County and District Councillors**

For District Councillor and County Councillor reports see [www.drydraytonpc.org.uk](http://www.drydraytonpc.org.uk).

Further to Cllr Murphy's report it was suggested by Cllr Granger and Cllr Stobart that Dry Drayton Primary School contact the Cambridgeshire Priorities Capital Fund in relation to funding the trim trail.  
*Action – Link to fund to be forwarded to school.*

*Action – Cllr Stobart and Cllr Garvie to investigate the outcome of the latest NATS meeting.*

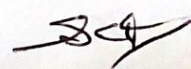
Cllr Stobart asked how consideration of carrying out a Neighbourhood Plan was going for DDPC. Cllr Granger explained that this has been discussed at the last parish council meeting and concern was raised over the length of time it could take to complete a Neighbourhood Plan. Cllr Houlihane highlighted that he had received one expression of interest. It was decided that DDPC would see what the Levelling Up Bill would bring with 'Neighbourhood Priority Statements'. Cllr Stobart advised that Girton are going through the initial stages of a Neighbourhood Plan and have momentum.

*Action – Cllr Stobart to forward contact details for Girton to the clerk for Cllr Granger to contact them.*

7. **To Discuss Planning Matters**

a. **Applications received for consideration**

- i. **23/02200/HFUL - 6 Cottons Field Dry Drayton Cambridgeshire CB23 8DG - New mono pitched roof above existing flat roof to front and side elevations. Existing staircase window to be blocked up and new window opening to be formed above to front elevation – deadline for comments 19<sup>th</sup> July 2023**  
**RESOLVED** (Prop Cllr Houlihane, 2nd Cllr Granger, unanimous) that no comment is to be made for this application.
- ii. **23/0721/TTPO - The Coach House Scotland Road - (T1) Weeping Willow - reduce to previous reduction points removing 3 meters to maintain this tree in its current location. (T2) Maple - reduce lowest lateral limb over lawn by 3 meters, back to a**





suitable live secondary. To improve form and reduce the risk of end loading – comments by 2<sup>nd</sup> August 2023

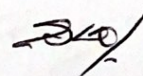
**RESOLVED** (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that no comment is to be made for this application.

**b. Decisions received from South Cambs District Council**

- i. 23/01489/OUT - Land to The Rear Of 1 View Farm Cottages Park Lane Dry Drayton Cambridgeshire - Outline application for the erection of 1 No. one and a half storey dwelling with some matters reserved except for access – permission refused

**8. Matters for discussion/correspondence received**

- 8.1 To discuss the 2023/24 LHI application and the non-complex ranking table feedback**  
Cllr Aldersley explained that DDPC are 10<sup>th</sup> in the ranking table with the cut off being 16<sup>th</sup>. Highways have advised today that the application has gone on for further review and an outcome will be heard w/c 8<sup>th</sup> August 2023.
- 8.2 To discuss email from school in relation to working with Dry Drayton Primary School and investigating funding sources for replacing the damaged 'Trim Trail'**  
This was covered under Item 6. The clerk has also forwarded over some other funding source links that were provided by SCDC. School to carry out further investigations. **Also see Item 8.4.**
- 8.3 To discuss Dry Drayton Primary School receiving a defibrillator and to discuss options for installation and a box**  
The school explained that some schools were given boxes. Cllr Garvie suggested considering National Lottery funding for this purpose.  
*Action – Clerk to investigate with Section 106 officer if \$106 monies can be used for this purpose.*  
*Action – Cllr Aldersley to investigate funding sources and school to research issues such as maintenance, testing etc.*
- 8.4 To discuss the purchase of two more slab benches for the Townsland Trust with Section 106 monies**  
Cllr Aldersley advised that as the Townsland Trust are now not pursuing a gate they have asked if they could have more benches. However, Cllr Aldersley suggested the clerk should investigate if Section 106 monies could be used towards the Trim Trail in the school grounds.  
*Action – Clerk to contact Section 106 Officer at SCDC to query possible trim trail contribution.*
- 8.5 To discuss the email from Cllr Garvie in relation to the proposal for 'Neighbourhood Priority Statements' in the Levelling Up bill and Cllr Stobart feedback in relation to the implications and consultation date**  
Covered under Item 6.
- 8.6 To discuss bus shelter cleaning**  
The clerk has received some recommendations from other clerks for bus cleaning companies but requested requirements for cleaning from councillors.  
*Action – Clerk to obtain quotes for a quarterly clean - glass to be cleaned, shelters swept out and graffiti removed.*
- 8.7 To discuss the Cambridge Road Madingley ETRO and emails received from Madingley residents**  
This item was discussed under Item 3.
- 8.8 For info – Letter from Leader of CCC in relation to letter sent from Anthony Browne re: NMU**  
The letter has been circulated to councillors.  
*Action – Cllr Aldersley to obtain update from Grant Weller and contact Cllr Bridget Smith*  
Cllr Stobart and Cllr Garvie left after this item at 8.22pm.
- 8.9 To discuss email from school in relation to the state of line markings in the village**  
Cllr Aldersley advised that Chris Turner did report line markings to the Interim Highways Officer. School advised that they are particularly concerned over the zigzag lines outside the





school. Cllr Houlihan suggested that the school report the issue on the highways reporting tool.

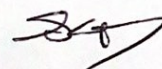
- 8.10 To discuss fence damage at 'The Drift' – Highways or PX Farms (Cllr Aldersley)  
*Action – Clerk to contact Ross Lewis at Cambridgeshire County Council to see if the fence can be fixed.*
- 8.11 To discuss email from Elsworth Parish Council in relation to the open letter re: EWRs route announcement  
 All councillors agreed that the letter is sparse, and they did not feel that it would be right to support this letter. *Action – Cllr Aldersley to advise Elsworth Parish Council that DDPC would not be a signatory to the letter.*
- 8.12 For info - Luton Airport Stacking – New Public Meeting at 8.00 pm, on Monday 17 July at Eco Hub, Gamlingay & consultation deadline 21st September 2023

#### 9. Consultations

- 9.1 Greater Cambridge Partnership – Addenbrookes Roundabout consultation – end date 24<sup>th</sup> July 23  
 All councillors agreed that no comment was to be made for this consultation.
- 9.2 South Cambs District Council - Consultation on the review of the Statement of Licensing Policy (Licensing Act 2003) – end date 7<sup>th</sup> August 2023  
 All councillors agreed that no comment was to be made for this consultation.
- 9.3 Notification of the Consultation on the pre-submission (Regulation 14) version of the Linton & Hildersham Neighbourhood Plan – end date 13<sup>th</sup> August 2023  
 All councillors agreed that no comment was to be made for this consultation.
- 9.4 Fulbourn Greenway Phase 1: Eastern Section Public Engagement – closes 21<sup>st</sup> July 2023  
 All councillors agreed that no comment was to be made for this consultation.
- 9.5 CCC - Cambridgeshire Priorities Capital Fund - Expression of Interest Applications – Closes 24<sup>th</sup> September 2023  
 This item was covered under Item 6 and the school was encouraged to express their interest for replacing the damaged Trim Trail.

#### 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 1<sup>st</sup> June 2023 – 30<sup>th</sup> June 2023 – no payments received
- c. Direct debits and standing orders paid between 1<sup>st</sup> June 2023 – 30<sup>th</sup> June 2023  
 i. Clerks Salary/Overtime/Expenses/Pension (Period 2 & 3) - £803.64  
 ii. SSE Electricity – Streetlighting Energy for 3<sup>rd</sup> May 2023 – 1<sup>st</sup> June 2023
- d. Online payments made between 1<sup>st</sup> June 2023 – 30<sup>th</sup> June 2023  
 i. Brookfield Groundcare – Grass Cut 3 of 10 (Inv 2087) - £360.00  
 ii. Dry Drayton Village Hall – Hall Hire for 3 hrs for 12<sup>th</sup> June 2023 - £24.00
- e. Payments to hand  
**RESOLVED** (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) that all payments to hand are paid.  
*Action – That councillors approve payments online*  
 i. S Etherington-Meech – Mileage reimbursement - £17.69  
**Payments to hand received after the agenda was produced**  
 ii. Pennon Water – Allotment Water Rates from 26<sup>th</sup> Jan 23 – 4<sup>th</sup> July 23 - £77.05  
 iii. Brookfield Groundcare – Grass Cut 4 of 10 - £360.00  
 iv. Brookfield Groundcare – Grass Cut 5 of 10 - £360.00  
 v. LGS Services – Annual Internal Audit Fee - £90.00  
 vi. Dry Drayton Village Hall – Hall Hire for 3 hrs for 18<sup>th</sup> July 2023 - £24.00
- f. To approve the amended Asset Register for July 2023  
**RESOLVED** (Prop Cllr Pyle, 2nd Cllr Aldersley, unanimous) that the Asset Register be approved.



- g. **Update on clerks' investigation into opening Unity Trust Current & Savings Account**  
RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) that a current account should be opened with Unity for daily transactions and to open a Unity savings account.

- h. **To discuss earmarked reserves and resolve amounts and purposes of earmarked reserves at year end**

It was advised that even though not required as part of the annual audit for 2022/23, the year-end reserves were signed off with the end of year accounts and audits.

- i. **To consider purchasing an accounting software package with the option of an allotment package**

The clerk advised that following discussion with the internal auditor a spreadsheet is more than sufficient for accounting purposes for DDPC. DDPC considered the accounting package last year and agreed that it was not cost effective and that they should continue to use the spreadsheet and if required revisit in the future. It was agreed that the allotment is not large enough to justify costs for an accounting package.

**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.

- Jo Baker from GCP to attend September meeting

**12. Date and time of next meeting – Monday 11<sup>th</sup> September 2023 at 7pm 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 and press

Meeting closed 8.54pm

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

Date.....11. Sep 23.....



Appendix 1

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

	<b>£</b>
Lloyds current account on 30 <sup>th</sup> May 2023	£35,409.02
<u>Less</u> payments presented from 1 <sup>st</sup> June 2023 to 30 <sup>th</sup> June 2023 <i>2 online payments, 2 direct debits and 2 standing orders</i>	£1,203.55
<u>Plus</u> , receipts presented from 1 <sup>st</sup> June 2023 to 30 <sup>th</sup> June 2023 <i>No receipts received</i>	£0.00
Closing bank account on 30 <sup>th</sup> June 2023	£34,205.47
<u>Less outstanding payments not yet subtracted</u>	£0.00
<b>Balance carried forward at 30<sup>th</sup> June 2023</b>	<b>£ 34,205.47</b>

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

12<sup>th</sup> July 2023

TUESDAY 18TH JULY 2023

DRY DRAYTON PARISH COUNCIL

