

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Monday 11th September 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)

Clerk: Sarah Etherington-Meech, CiLCA

Attending: Jo Baker (Project Manager – Greater Cambridge Partnership), 1 member of the public

1. To Accept Apologies for Absence

Apologies were accepted from Cllr D Smith (absent due to another commitment) and Cllr E Pyle (absent due to work commitments). County Councillor Edna Murphy and District Councillor Richard Stobart sent their apologies for 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 and closed the public forum simultaneously at 7.01pm as no items were raised.

4. Guest Speaker – Jo Baker from GCP to discuss the Travel Hub and the proposed NMU route to the hub

Jo Baker explained that he was attending to provide an update on the proposed Travel Hub at Scotland Farm and the associated NMU to provide access from the village. Points raised included:

- No substantial changes to the original plans for the hub.
- Various assessments carried out to address the environmental concerns, light pollution, and traffic levels.
- Light pollution from the Travel Hub for residents of Scotland Farm will be addressed by fencing and a planting band.
- An assessment of traffic through the village states there will be no increase due to the presence of the Travel Hub. Residents of Northstowe are not expected to use the Hub as they have other means of transport to Cambridge.
- It is expected that the Travel Hub will be used by traffic from the west (A428 users) and not those who currently use the Madingley Road Park & Ride. This is used by traffic from the M11 which will use the Southwest Cambridge (Foxton) Travel Hub for which permission has been granted.
- A code of conduct for contractors will be established for construction of the Travel Hub and there will be an embargo on contractors' vehicles going through the village.
- The Transport and Work Act Order (TWA) is expected to be submitted shortly. Construction has been delayed and is now expected to commence in 2025, completion 2027.
- Jo Baker suggested another option for the NMU route to and from the hub which could be to use the footpath (upgraded) behind the church which runs beside Callow Brook to the Blue Bridge. This could provide an access to the rear of the Travel Hub.

5. To Approve the Minutes of Meeting held on 18th July 2023 & 3rd August 2023

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

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

6.1 Update from Cllr Murphy on the erection of additional poles for MVAS

To be added to outstanding Highways issue list for Highways meeting on 21st September.

6.2 Update on installing the school defib and obtaining a secure box (SCA)

Cllr Aldersley advised that funding and installation costs are to be provided by a private donor.

6.3 Two remaining councillor vacancies/poster review (SCA)

Ongoing matter.

6.4 Luton Airport Stacking – feedback from latest NATS meeting (RS/CG)

Cllr Garvie advised that the consultation finishes at the end of September.

- 6.5 **To arrange a site visit with Kerry Allen (Senior Project Manager at GCP) in relation to the proposed NMU route to the Travel Hub**
Action – To request an on-site meeting on 3rd October 2023.
- 6.6 **Update on quotation from Brookfield in relation to annual cutting of ‘The Drift’ and hedgerows (SEM)**
 Clerk has requested a quotation twice, still awaiting response from Brookfield.
- 6.7 **Update on confirmation of wording for oak tree coronation plaque from SCDC (SEM)**
 Clerk has still not heard from SCDC. *Action – Action – Clerk to produce plaque with SCDC in wording as previously Cllr. Stobart had said that this abbreviation is commonly used.*
- 6.8 **Create Training Statement of Intent and Dignity at Work Policies (SEM)**
 Ongoing item.
- 6.9 **To arrange a meeting with the National Allotment Society (SEM/SCA)**
 Ongoing item.
- 6.10 **Update on Oak Crescent parking works and bus stop issues (SCA)**
 Cllr Aldersley advised that the works have been done but is unsure of the difference to the High Street side of the bus stop, ongoing review to take place of the island and buses manoeuvring.
- 6.11 **Update from PX Farms of responsibility of Long Lane and ditches being cleared (SEM)**
 The clerk has emailed twice and is still waiting for a response.
- 6.12 **To obtain update from Grant Weller and Cllr Bridget Smith in relation to the NMU (SCA)**
 Cllr Aldersley advised this issue is still ongoing with the land transition from Highways to the County Council. The County Council have to decide if they want the extra responsibility of the land currently owned by National Highways.
- 6.13 **To obtain quotes for bus shelter cleaning (SEM)**
 Clerk advised that she was waiting for the bus shelter repairs before obtaining quotes.
7. **To Accept a Report from County and District Councillors**
 See website for reports – www.drydraytonpc.org.uk.
- Cllr Garvie advised that despite changes to bin collections, Dry Drayton would carry on as normal.
8. **To Discuss Planning Matters**
- a. **Applications received for consideration**
- i. **23/02866/LBC - 67 Pettitts Lane Dry Drayton - Works to existing listed building comprising of: the removal of existing cement render and replace with breathable lime and repairs to existing drainpipes – extension for comments 12th September 2023**
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that this application is supported.
- ii. **23/0870/TTPO - 1 High Street Dry Drayton - T1 Prunus - Remove left stem to clear drive. T2 Holly - Trim back on building side by 0.5m and raise canopy to 2m. T3 Horse Chestnut away from garage by 2m – extension for comments 14th September 2023**
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that no comment is to be made for this application.
- iii. **23/03394/FUL - Scotland Farm Scotland Road - Erection of a single-storey agricultural worker's dwelling, associated works, and infrastructure (resubmission of 21/04878/FUL)**
 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. **21/01982/NMA1 - 46 Pettitts Lane Dry Drayton - Non-material amendment on application 21/01982/FUL for removal of plinth brickwork and soldier course – Permission Granted**
9. **Matters for discussion/correspondence received**
- 9.1 **To provide an update on the outcome of the successful 2023/24 LHI application for speed limit change and the parish council contribution of £5,000**

Cllr Aldersley advised that DDPC were number 10 on the successful 2023/24 LHI applications and we will have to wait for confirmation of the next steps and timings.

9.2 Update on works at 'The Drift', response from Highways in relation to repairing the broken fence and email from resident concerning taking horses over the wooden barrier at the entrance

Ross Lewis from Highways confirmed that they are unable to undertake the fence repairs as the fence falls outside of the scope of the amendments made to existing and replaced bollards. The clerk has requested information from Ross Lewis as to when funds may be available. Cllr Aldersley advised that as Highways would charge for the removal of the wooden barrier on the stile, he will arrange for this to be done.

9.3 For info – letter from Councillor Lucy Nethsingha – Leader of CCC in relation to NMU and land purchase

Covered in Item 6.12.

9.4 For info – completion of bus shelter repairs/refurbishment

The councillors confirmed that the works had been completed and to a satisfactory standard.

9.5 To discuss remaining Section 106 being used towards the 'Trim Trail' at Dry Drayton Primary School

RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihane, unanimous) that the remaining Section 106 monies for 'Outdoor Space' of £2,082.13 be given towards the costs of replacing the 'Trim Trail' at the school on the condition that residents can use the equipment outside of school hours. **Action** – Clerk to confirm if monies are to be paid directly to the school or S&VA.

9.6 Cllr Granger to provide an update on meeting in relation to the ETRO for Cambridge Road in Madingley

Cllr Granger informed DDPC that following the meeting an article will shortly be produced in the Cambridge News in relation to the discussions. A further meeting is proposed for the Autumn to assess the scheme, although, there is confusion as to who the decision makers are in the council. **Action** – Cllr Aldersley requested that Cllr Garvie investigates how decisions are made in relation to this matter.

9.7 For info – update on MVAS data from Speed Watch Team

See www.drydraytonpc.org.uk for report.

9.8 To discuss the email received from Girton Parish Council in relation to Neighbourhood Plan/Local Plan and to also discuss The Old Rectory in Dry Drayton in relation to this

Cllr Granger contacted Girton Neighbourhood Plan team which consists of 10 members who are in the early stages of their plan. **Action** – Cllr Granger to contact Girton Neighbourhood Team again to see if there has been any progress with their plan and to arrange for members to meet with DDPC to discuss their experience of Neighbourhood Plans.

9.9 For info - email received from GCP in relation to the Southwest Travel Hub project – Junction 11 of the M11

9.10 To discuss the email received from Cllr Steve Count in relation to signing a petition and letter of objection concerning the change in the weedkilling policy at the County Council

The councillors agreed that they did not want to sign a petition or make an objection.

9.11 Response to Cllr Granger's request for a County Council update on drain flushing and assessment and the second round of ramp repairs at Bar Hill roundabout over the A14

Cllr Aldersley advised that following Cllr Granger's email he has sent a follow up email to his email on 2nd June 2023 in relation to this matter requesting an update.

9.12 To discuss submitting an expression of interest form for the Community Automated External Defibrillator Fund

Action – To forward email to PX Farms for Scotland Farm Industrial Estate

9.13 For info – Responses received for Making Connections consultation and revised proposals – formal GCP decision to be made on 28th September 2023

10. Consultations – no consultations

11. 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 Granger, 2nd Cllr Aldersley, unanimous) to accept the bank reconciliation and accounts.

- b. To advise of payments received between 1st July 2023 – 31st August 2023**
 - i. Cambridgeshire County Council – Grass Cutting Reimbursement for 23/24 - £555.26
- c. Direct debits and standing orders paid between 1st July 2023 – 31st August 2023**
 - i. S Etherington-Meech – Clerks Salary/Expenses/Pension (Period 4 & 5) - £1,555.56
 - ii. SSE Electricity – Streetlighting Energy – June £16.54 & July £15.91
- d. Online payments made between 1st July 2023 – 31st August 2023**
 - i. Cambs ACRE – Annual Membership Fee - £60.00
 - ii. Brookfield Groundcare – Grass Cut 4 & 5 of 10 - £720.00
 - iii. Dry Drayton Village Hall – Hall Hire for 3 hrs on 10th July 23 £24.00 & EO meeting for 1 hour - £8.00
 - iv. LGS Services – Annual Internal Audit Fee - £90.00
 - v. SLCC – Clerks Annual Membership - £106.20
 - vi. Southwest Water – Water rates for allotments from 26th Jan 23 to 4th July 23 - £77.05
 - vii. S Etherington-Meech – Mileage Reimbursement - £17.69
- e. Payments to hand**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that all payments to hand are paid.

 - i. Brookfield Groundcare – Grass Cut 6 of 10 - £360.00
 - ii. Dry Drayton Village Hall – Hall Hire for 3 hrs on 11th September 23 - £24.00
 - iii. Shelter Maintenance Ltd – Oakington Rd Bus Shelter Repairs/Refurbishment - £3,895.20
- f. To discuss and approve Annual Insurance cover from quotations provided by Zurich & BHIB**

Annual insurance quotes were received from BHIB Insurance (£505.40 or 3 yr. LTA £477.66) & Zurich (£396.00 increase from last year due to precept increase for 2023//24). RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihane, unanimous) that the quote received from the current insurer Zurich is accepted and premium of £396.00 is paid.
- g. To discuss and approve training sessions for clerk – Grant Applications & Section 106/CIL**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that clerk should attend both the Grant Application and Section 106/CIL training sessions with CAPALC.

12. To accept notices and matter for the next agenda

- 13. Date and time of next meeting – Monday 11th September 2023 at 7pm at Dry Drayton Village Hall**
Incorrect date published on the agenda the next meeting is Tuesday 3rd October 2023

Meeting closed at 8.38pm

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

Signed.....Chairman

Dated.....

Appendix 1

DRY DRAYTON PARISH COUNCIL
August 2023 Bank Reconciliation

	£
Lloyds current account on 30 th June 2023	£34,205.47
<u>Less</u> payments presented from 1 st July 2023 to 31 st August 2023 <i>9 online payments, 4 direct debits and 4 standing orders</i>	£2,742.67
<u>Plus</u> , receipts presented from 1 st July 2023 to 31 st August 2023 <i>1 receipt received</i>	£555.26
Closing bank account on 31 st August 2023	£32,018.06
<u>Less outstanding payments not yet subtracted</u>	£0.00
Balance carried forward at 31st August 2023	£ 32,018.06

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

10th September 2023