

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 3rd October at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton CB23 8BS

Present: Cllr J Granger (Councillor), Cllr T Houlihane (Vice-Chairman), Cllr Pyle (Councillor), Cllr Smith (Councillor)

Clerk: Sarah Etherington-Meech, CiLCA

Attending: Andrew Muston (Neighbourhood Plan Co-ordinator for Girton), Cllr Ann Muston (Vice-Chair for Girton Parish Council), Cllr R Stobart (District Councillor), 1 member of the public

Cllr Houlihane (Vice-Chairman) chaired the meeting in the Chairman's absence

1. To Accept Apologies for Absence

Apology was accepted from Cllr Aldersley (absent due to illness). Cllr Murphy (County Councillor) & Cllr Garvie (District Councillor) sent their apologies.

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

No public were in attendance for when this item opened. The member of the public did not arrive until later in the meeting.

4. Guest Speakers - Andrew Muston & Yvonne Murray – to discuss progress of Neighbourhood Plan in Girton

Andrew introduced himself and Cllr Muston and gave an overview of Girton Parish Council and their progress with a Neighbourhood Plan (NP). Within his discussion he highlighted the following points:

- Andrew is leading the NP project that has a team of 10 residents each taking an interest area. They are nature and connectivity oriented in Girton.
- The NP is a community view, not an individual or council view.
- NP helps give weight to planners when making decisions. However, it cannot undermine the local plan but can modify and specify type of houses etc. Once the plan is created, it has to be considered by planners.
- Cllr Granger asked Andrew for a key message, and he said to first find the person who will be a team leader for the project and to consider using parish newsletters, open days, social media. The process is about gathering evidence and exploring the parish.
- Girton is currently in the early stages of the project (approx. 6 months in) which involves community engagement and gathering information/evidence. They analysed census data and carried out a SWOT survey to find out resident thoughts and received 145 responses in July, which has helped to guide questions for the drafting of the main parish survey.
- The workload is around 2-3 hours a week sometimes more if meetings are arranged with landowners, businesses, clubs etc.
- The most difficult challenge is time and finding people to contribute.
- Cllr Houlihane asked if a NP would help with interconnectivity and gaps in NMU's, Andrew highlighted the importance of gathering evidence for this purpose.
- Cllr Muston highlighted that the NP process has been positive for the Parish Council as they have found out and learnt about things that have gone wrong and never been documented, such as unregistered land they are now able to register in the Parish Council name.
- Girton are anticipating having a draft plan in approx. 1 year.

5. To Approve the Minutes of Meeting held on 11th September 2023

The minutes were not approved as only Cllr Granger and Cllr Houlihane attended the meeting of 11th September 2023. Cllr Pyle and Cllr Smith were unable to confirm if the minutes were a true and accurate copy. To be approved at the November meeting.

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

6.1 Two remaining councillor vacancies/poster review (SCA)

No update.

- 6.2 Update on Luton Airport Stacking consultation (RS/CG)**
The consultation is now closed.
- 6.3 Update on quotation from Brookfield in relation to annual cutting of ‘The Drift’ and hedgerows (SEM)**
Brookfield emailed to advise that they had not had a chance to look at the job. However, an annual cut back accessible with a tractor and side flail would be approx. £650.00 plus VAT. Cllr Houlihane highlighted that this would only be for ‘The Drift’ and not all the hedgerows in the village and work would need to be completed by March.
Action – Cllr Houlihane to produce a map of areas with hedgerows to be cut and councillors to send him details of streets needing cuts. Reminder to be put into the newsletter to remind landowners of their duties in relation to this matter and DDPC to contact specific landowners if needed. Clerk to confirm the legal position with CAPALC in relation to cutting back hedgerows.
- 6.4 Clerk to obtain plaque for coronation tree (SEM)**
Ongoing matter.
- 6.5 Create Training Statement of Intent and Dignity at Work Policies (SEM)**
Ongoing matter.
- 6.6 To arrange a meeting with the National Allotment Society (SEM/SCA)**
Ongoing matter – meeting still to be arranged.
- 6.7 Update on Oak Crescent parking works and bus stop issues (SCA)**
Nothing to report.
- 6.8 Update from PX Farms of responsibility of Long Lane and ditches being cleared (SEM)**
PX Farms advised the clerk that they have not had a chance to deal with this matter due to being busy with harvesting. They will look into this and get back to us in due course.
- 6.9 To obtain update from Grant Weller and Cllr Bridget Smith in relation to the NMU (SCA)**
Nothing to report.
- 6.10 To obtain quotes for bus shelter cleaning (SEM)**
Clerk is awaiting quotes.
- 6.11 To open a Unity Trust bank account (SEM)**
Ongoing matter.
- 6.12 Update on the 2023/24 LHI application**
An introductory email was received from Sujeenthan Jeevarangan (Project Manager at Highways CCC). Cllr Aldersley replied requesting that the design of the project extends the buffer zones to the A1307 roundabout and A428 junction at each end of the village. No further correspondence.
- 6.13 Update on ‘The Drift’ – Highways to advise of funds for fence and Cllr Aldersley to arrange removal of wooden barrier on stile**
There are currently no funds for the fence and Cllr Houlihane is to look into removal of the wooden barrier.
- 6.14 Investigate decision makers at the council in relation to the ETRO for Cambridge Rd in Madingley (CG)**
Cllr Stobart advised that this would be a county decision and representation should be through Cllr Murphy.
- 7. To Accept a Report from County and District Councillors**
See website for reports.
- 8. To Discuss Planning Matters**
- a. **Applications received for consideration** – No applications received
 - b. **Decisions received from South Cambs District Council** – No decisions received
- 9. Matters for discussion/correspondence received**
- 9.1 To discuss the email from a resident in relation to the safety of drop off points for school buses**
The school bus from Comberton Village College was stopping across from the designated bus stop at Oak Crescent. This meant the children had to cross Park Street and avoid the traffic. Cllr Aldersley involved Cllr Murphy who arranged for the relevant person in County Council to provide instructions to the bus company (Andrews) to stop at the designated stops (Oak

Crescent, Park Lane and Oakington Road) on both inward and outward journeys. Parents are now satisfied with the outcome.

9.2 To discuss a response to the email from Claire Rankin at CCC in relation to views on the Trial Active Travel Scheme on Cambridge Rd/Madingley Rd

Action – Cllr Granger to draft a response for circulation to councillors, to be agreed at the next parish council meeting.

9.3 Cllr Houlihane to provide feedback from the Local Representative Group for EWR meeting on 27th September

Cllr Houlihane attended the meeting, and the main feedback was that they did not have anything to say, they just wanted to be told if there was anyone, they needed to talk to such as local clubs between Cambourne and Cambridge.

9.4 Cllr Aldersley to advise of email from David Crowther at Highways in relation to flooding issues in Dry Drayton

There is no definite progress. However, contact has been made with the owners of the land behind View Farm Close and Cllr Murphy has recently chased David Crowther on the issue.

9.5 Clerk to provide update from Highways Meeting on 21st September 2023 inc. outstanding matters

The main updates from the meeting were:

- There has been a restructure and recruitment in Highways and the new Local Highways Officer (LHO) for Dry Drayton is Neal Stevens.
- As of 7th August 2023, there were over 800 reports on the Highways Reporting Tool, by the 21st of September this has been reduced to around 460 reports. They hope to get to zero outstanding reports by the end of the month.
- Highways are investigating new up to date asset management systems that work alongside contractors and that can be carried out online with tablets, phones etc.
- The importance of both residents and councillors using the reporting tool was emphasised in order for a trail to be seen and action taken.

The clerk sent all outstanding matters to Neal Stevens and Aaron Boddington (Local Highways Manager) prior to the meeting, and all will be investigated.

9.6 For info - Email from resident to Cllr Aldersley in relation to signposting changes required on Park Street

Signposting on Park Street is out of date as it has no reference to 47, 49 and 51. Cllr Aldersley involved Cllr Murphy who has contacted Highways in relation to this matter.

9.7 To discuss bus shelter cleaning quotations

Covered under 6.10 – ongoing matter.

9.8 To feedback on the site visit with Kerry Allen for the proposed link for a NMU to Scotland Farm Travel Hub

Cllr Granger, Cllr Houlihane, Cllr Pyle, and Cllr Smith all attended the site visit. In summary investigations are being carried out for a proposed link for a NMU at Callow Brook or along Scotland Road or a combination of the two with a bridle path to link them. Kerry Allen is expected to feedback to DDPC in 4-5 weeks' time with a range of options. They may not all be feasible; however, it will be a starting point for discussion. It is to be noted that at present there is no funding for the project as it is reliant on government funding. Uncertainty has already been raised by residents and parish councillors as to the practicality of the Callow Brook route.

10. Consultations – no consultations

11. Finance and Policy

a. To accept account review to date and bank reconciliation

The clerk advised that as it has only been three weeks since the last parish council meeting there is no need for a bank reconciliation or account review to date.

b. To advise of payments received between 1st September to 28th September 2023

- i. SCDC – 2nd instalment of precept for 23/24 - £14,500.00

- c. **Direct debits and standing orders paid between 1st September 2023 – 28th September 2023**
 - i. S Etherington-Meech – Clerks Salary/Overtime/Pension/Expenses (Period 6) - £803.64
 - ii. ICO – Data Protection Registration - £35.00
 - iii. SSE – Streetlighting Energy for 2nd August 23 – 1st Sept 23 - £16.23
- d. **Online payments made between 1st September 2023 – 28th September 2023**
 - i. Dry Drayton Village Hall – 3 hours on 3rd October 2023 - £24.00
 - ii. Zurich – Annual Insurance Premium - £396.00
 - iii. Brookfield Groundcare – Grass Cutting Cut 6 of 10 - £360.00
 - iv. Dry Drayton Village Hall – 3 hrs on 11th September 2023 - £24.00
 - v. Shelter Maintenance Ltd – Bus Shelter Refurbishment - £3,985.20
- e. **Payments to hand**
RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that all payments to hand are paid.
 - i. Brookfield Groundcare – Grass Cutting Cut 7 of 10 - £360.00
 - ii. CAPALC – Clerks Grant Application Training - £40.00
 - iii. CAPALC – Section 106/CIL Training - £50.00
- f. **To discuss quotation from Brookfield for annual cut of ‘The Drift’ and hedgerows**
The quotation is to be reviewed with the budgets at the November meeting to see if monies can be re-allocated in this year’s budget to pay for the annual cut.

12. To accept notices and matter for the next agenda

- Budget
- Section 106 monies – bank details for school and update on Northstowe allocations
- Consideration of purchase of a General Waste/Dog Poo bin for Park Lane

13. Date and time of next meeting – Tuesday 7th November 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 9.03pm

Signed.....Chairman

Date.....