

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 7th November 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 Smith (Councillor)

Clerk: Sarah Etherington-Meech, CiLCA

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

1. To Accept Apologies for Absence

An apology for absence was accepted from Cllr Pyle who was absent due to personal reasons. Cllr Murphy did not attend due to another commitment.

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 public forum was opened, and a member of the public was in attendance in relation to Item 8.3. The chairman brought **Item 8.3** forward at this point.

For information, Cllr Granger summarised the letter sent from DDPC to the Principal Active Travel Officer at Cambridgeshire County Council (CCC) and their response (see Appendix 2).

4. To Approve the Minutes of Meeting held on 11th September 2023 & 3rd October 2023

RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, 3rd Cllr Houlihan, Cllr Smith abstained as he was not in attendance at the meeting) that the Chairman signed the minutes of 11th September 2023 as a true and accurate copy of the meeting.

RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihan, 3rd Cllr Smith, Cllr Aldersley abstained as he was not in attendance at the meeting) that the Chairman signed the minutes of 3rd October 2023 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 Two remaining councillor vacancies/poster review (SCA)

Ongoing matter.

5.2 Any update of Luton Airport Stacking consultation (now closed) (RS/CG)

Cllr Garvie visited the Facebook page and noted that people are still entering issues with aircraft noise. However, it does appear that notice is not taken for noise in areas outside of Luton and The Chilterns. Cllr Stobart advised that he and Cllr Garvie will continue to watch updates on this issue.

5.3 To produce a map of areas with hedgerows to be cut and councillors to send details of streets to be cut (TSH)

CAPALC advised that overgrowing hedgerows should be reported directly to Cambridgeshire Highways on their online reporting system. County Highways will visit the reported sites and contact the landowners directly.

5.4 Clerk to obtain plaque for coronation tree (SEM)

Wording agreed as follows: *"This tree was funded by SCDC and was planted in 2023 to mark the Coronation of His Majesty King Charles III."*

5.5 Create Training Statement of Intent and Dignity at Work Policies (SEM)

Ongoing matter.

5.6 To arrange a meeting with the National Allotment Society (SEM/SCA)

Action – Cllr Aldersley to provide clerk with date of his availability for a meeting.

5.7 Update on Oak Crescent parking works and bus stop issues (SCA)

There are no more updates or further issues raised, remove from agenda.

5.8 Update from PX Farms of responsibility of Long Lane and ditches being cleared (SEM)

PX Farms responded and requested a plan of the area of concern in order to investigate responsibility. If they are responsible, they will look to rectify the issue as part of their rotational ditch management programme.

5.9 To obtain update from Grant Weller and Cllr Bridget Smith in relation to the NMU (SCA)

Cllr Aldersley confirmed that Grant Weller is no longer involved in this matter. National Highways have been chased, however, there is no progress.

5.10 Progress on opening Unity Trust bank account (SEM)

The clerk completed the application and Cllr Aldersley, Cllr Houlihane and Cllr Smith signed the application form. Cllr Aldersley is to arrange for Cllr Pyle to sign the form and return it to the clerk.

5.11 Update on 2023/24 LHI application

No update at present.

5.12 Update on removal of wooden barrier on stile at 'The Drift' and response from Highways for funds for fence

Cllr Aldersley thanked Cllr Houlihane for removing the wooden barrier. *Action – Clerk to chase Highways for update on future funding for the broken fence.*

5.13 Update from David Crowther at Highways in relation to flooding issues and contact with landowners

Cllr Aldersley advised that there is currently no update, however, there does seem to have been some improvements with flooding in the village.

5.14 Update on feedback from Kerry Allen in relation to the proposed link for a NMU to Scotland Farm Travel Hub

Cllr Aldersley advised that there is no update yet.

6. To Accept a Report from County and District Councillors

See website for reports.

Cllr Stobart and Cllr Garvie attended a briefing on the implementation of Civil Parking Enforcement in the district, which is coming and is just awaiting a step in Parliament. They understand this is due 24th November 2023, and there will then be a 'warning period' when officers are issuing warning without financial penalties until 1st February 2024, fines will be given after this time. Cllr Stobart requested the parish advise him of where there are parking issues and consider an LHI application for yellow lines in problem areas. Cllr Granger advised that she has received a comment in relation to problem parking on the cul de sac near school. Cllr Stobart advised that schools will be given priority as they will have a restricted zone. *Action – Cllr Stobart to investigate repainting of the faded lines at the school.*

7. To Discuss Planning Matters

a. Applications received for consideration

- i. **23/03797/HFUL & 23/03798/LBC - 67 Pettitts Lane Dry Drayton - Single storey rear extension, internal alterations, and all associated works – comments by 15th November 2023**

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

- ii. **23/03767/HFUL - 6 Cottons Field Dry Drayton - Demolition of existing single storey garage. Construction of two storey extension to side. Air source heat pump to rear. New side entrance gate and access to the rear garden – comments by 9th November 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 – no decisions received

8. Matters for discussion/correspondence received

8.1 For information – email from Highways with cyclic gully programme for Dry Drayton

Email received from Highways to advise works were due to start on 2nd November 2023.

8.2 To discuss email from Section 106 officer in relation to monies given to school for 'Trim Trail' and deadline for spending and purchase order received from school for bench and planters as part of the 'Trim Trail'

The Section 106 officer at SCDC advised that Dry Drayton Primary school are under the same conditions as DDPC in relation to deadlines of spending of Section 106 monies, and the deadline for these specific monies is 30th September 2023. If the monies are not spent by the deadline, they can be clawed back together with interest accrued. The school confirmed that they have agreed with contractors that part of the trail is to be purchased and have sent the

purchase order that has been authorised by the head teacher. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that DDPC are satisfied with the purchase order as evidence that the Section 106 monies are committed by the school to be spent.

8.3 To discuss the response from the Principal Active Travel Officer at CCC in relation to Dry Drayton Parish Councils comments on the ETRO on Cambridge Rd/Madingley Rd

This item was brought forward by the Chairman to **Item 3** (Public Forum)

8.4 To discuss LHI application for 2024/25 – deadline for applications 12th January 2024

Cllr Aldersley suggested that an application is not made for 2023/25 as DDPC have to get the monies organised for Northstowe Phase 1. The start for this process is to consider traffic calming measures will occur when a meeting takes place with the Local Highways Officer (LHO) during a walk around the village. **Action – Clerk to contact other parishes in the district who have been successful with 20mph applications and ask for a copy of their application.**

8.5 To discuss and approve bus shelter cleaning quotes

RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) to proceed with the quote from Pristine Windows due to price and recommendation.

9. Consultations

9.1 Polling District Review consultation – comments by 27th November 2023

The council *noted* that no comments were to be made for this consultation.

9.2 Greater Cambridge Statement of Community Involvement consultation – comments by 29th November 2023

The council *noted* that no comments were to be made for this consultation.

9.3 SCDC - Gypsy & Traveller Accommodation Needs Assessment – comments by 10th November 2023

The council *noted* that no comments were to be made for this consultation.

9.4 Childerley Orchard consultation – application for premises licence – comments by 22nd November 2023

It was explained that this licence in terms of hours and duration would replace a licence for approximately 8 days a year to a 7 day a week, 365 days a year licence. RESOLVED (Prop Cllr Aldersley, 2nd Cllr Smith, unanimous) that DDPC object to this application and Cllr Aldersley is to draft a letter with reasoning for the objection and investigate how to contest premises licence applications.

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

b. To advise of payments received between 29th September 2023 and 31st October 2023

- i. Allotment Rentals - £288.00
- ii. Pidley-cum-Fenton PC – Contribution to clerks training - £45.00

c. Direct debits and standing orders paid between 29th September 2023 and 31st October 2023

- i. SSE – Streetlighting Energy from 2nd Sept 23 – 2nd Oct 23 - £16.23
- ii. Clerks Salary/Overtime/Pension/Expenses (Period 7) - £803.64

d. Online payments made between 29th September 2023 and 31st October 2023

- i. Brookfield Groundcare – Grass Cut 7 of 10 - £360.00
- ii. Brookfield Groundcare – Grass Cutting Cut 7 of 10 - £360.00
- iii. CAPALC – Clerks Grant Application Training - £40.00
- iv. CAPALC – Section 106/CIL Training - £50.00
- v. Dry Drayton Primary School – Section 106 monies contribution - £2,082.13
- vi. Dry Drayton Village Hall – Hal Hire for 3 hours for 7th November 23 - £24.00

e. Payments to hand

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

- i. S Etherington-Meech – Mileage Reimbursement - £23.94

- ii. National Allotment Society – Affiliation Fee for 2023/24 - £66.00
- iii. Brookfield Groundcare – Cut 8 of 10 - £360.00

f. To discuss reallocation of monies from the 2023/24 budget to pay for an annual cut of 'The Drift'

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous) that the remaining monies in the 2023/24 budget support spending now, however, before works are instructed the adjoining landowners must be informed of the planned maintenance of the 'The Drift'.

g. To consider the purchase of a general waste/dog poo bin for Park Lane

It was agreed for this purchase to be reallocated to the 2024/25 budget as an earmarked reserve.

h. To provide an update on the Section 106 monies from the Northstowe allocations

The clerk advised that Highways hold the monies and once we have agreed traffic calming measures for spending, we must approach them. It was agreed that guidance for traffic calming measures should be discussed when meeting with our new LHO.

i. To discuss the draft budget for 2024/25

It was agreed that a draft budget should be drawn up via a Zoom meeting of the councillors for discussion and finalising at the December meeting.

j. To discuss a review of the budgeted transfers to earmarked reserves

It was agreed that this should be part of the budget discussions at the December meeting.

11. To accept notices and matter for the next agenda

Outstanding Section 106 monies for 'Indoor Meeting Space'

12. Date and time of next meeting – Tuesday 5th December 2023 at 7pm at Dry Drayton Village Hall

Meeting closed at 8.48pm

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

Date.....

Appendix 1

DRY DRAYTON PARISH COUNCIL October 2023 Bank Reconciliation

	£
Lloyds current account on 31 st August 2023	£32,018.06
<u>Less</u> payments presented from 1 st September 2023 to 31 st October 2023 <i>10 online payments, 5 direct debits and 4 standing orders</i>	£8,930.07
<u>Plus</u> , receipts presented from 1 st September 2023 to 31 st October 2023 <i>4 receipts received</i>	£14,833.00
Closing bank account on 31 st October 2023	£37,920.99
<u>Less outstanding payments not yet subtracted</u> Clerks Mileage Reimbursement	£23.94
Balance carried forward at 31st October 2023	£ 37,897.05

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

- Outdoor Meeting Space - £0.00
- Indoor Meeting Space - £40.31
- Traffic Calming - £45,125.00 (held by Highways)

Sarah Etherington-Meech

RFO

31st October 2023

Appendix 2

Summary of letter sent from DDPC to the Principal Active Travel Officer at CCC and their response as follows:

- Dry Drayton Parish Council is still receiving negative feedback for the ETRO from Dry Drayton residents.
- Errors were highlighted on the evaluation of written representations, including DDPC's feedback being marked as 'neither for or against' despite it always and still being against the ETRO. A re-evaluation was requested.
- Concern was raised over feedback from PX Farms being ignored.
- Noted that the route south out of the village has been busier post ETRO implementation.
- Confirmation was requested for further improvements for cyclists whatever the outcome of the ETRO.
- Calming work at the junction of Cambridge Road and the A1303 has not delivered, and this remain an extremely dangerous junction.
- When the A14 improvements were planned why was there no improved provision to travel from the A428 to A14 northbound or from M11 to A428 westbound. Also, why when driving southbound on the A14/M11 can motorists not exit at Junction 13.

The response from CCC is summarised below:

- DDPC negative feedback will be made clear in a committee report.
- Assignment of responses was completed by the Policy & Regulation team. The figures are being summarised, figures in the report will be 28 objections and 30 in support, the rest being more ambiguous comments and criticisms.
- Recognition of some negative effects will be highlighted in the report.
- Madingley Parish Council are in discussion with CCC regarding the next 20mph bid which should mitigate issues and at that point additional traffic calming measures will be considered.
- There has been improved crossing of the Madingley Mulch roundabout from Church Lane as part of the works.
- Improvement to the Madingley Road cycle route to Cambridge is being delivered by the Greater Cambridge Partnership.
- Removal of vehicles exiting Cambridge Road/Madingley Road junction should significantly improve the safety of the junction. Installing traffic lights or a roundabout is beyond the scope of the scheme.
- The issue of no exit at Junction 13 is on the radar and it is regretted that it was not solved as part of the A14 works.