

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 6th February 2024 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 Pyle (Councillor), Cllr D Smith (Councillor)

Clerk: S Etherington-Meech CiLCA (Parish Clerk/RFO)

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

1. To Accept Apologies for Absence

All parish councillors were present. Cllr Murphy (County Councillor) & Cllr Garvie (District Councillor) sent their apologies for absence due to having other commitments.

2. To Accept Parish Councillors Declarations of Interest for Matters on the Agenda

Cllr Aldersley declared a non-pecuniary interest in **Item 7 a) ii)** (Applications received for consideration) due to the applicant being his neighbour.

3. To Agree to hold a Public Forum

The one member of public present did not wish to raise any items in the public forum.

4. To Approve the Minutes of Meeting held on Tuesday 9th January 2024

RESOLVED ^(Prop Cllr Pyle, 2nd Cllr Aldersley, unanimous) that the Chairman signed the minutes 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 on two remaining councillor vacancies/poster review (SCA)

There was no update on this matter.

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

There was no update on this matter.

5.3 To investigate repainting of faded lines at Dry Drayton Primary School (CG)

Cllr Stobart agreed to take an action away to check with Cllr Garvie in relation to this matter.

5.4 Review of Training Statement of Intent and Dignity at Work Policies (SEM)

The clerk has sent the policies to Cllr Aldersley for his review.

5.5 Update from PX Farms for rectifying the collapsed drain and ditch on Madingley Rd (SEM)

The clerk received an email from PX Farms with an apology, explaining that due to extremely wet weather this winter they have an extensive work programme planned for their diggers. They are to prioritise this issue and look to get it sorted next week. Cllr Aldersley advised that he also raised this matter at the flooding meeting he attended with David Crowther.

5.6 Update on Long Lane and ditches being cleared by PX Farms (SEM)

Cllr Smith advised that the trees, hedging and undergrowth have been cut back. However, drainage improvements are still to be carried out.

5.7 To obtain update from Highways in relation to the NMU (SCA)

Cllr Aldersley advised that a Teams meeting has been arranged for 1st March 2024 to discuss this matter. He will report back, and the clerk will try to attend.

5.8 Update on response from Highways for funds for broken fence at 'The Drift' (SEM)

The clerk received an email from Ross Lewis at Highways to advise that he has forwarded our email to the Local Highways Officer to ask if this matter can be attended to by maintenance.

Action – Clerk to email Ross Lewis to question the procedure and implications if the parish council decided to make the repairs themselves.

Action – Cllr Aldersley to contact Toby Dean for a quote for repairs/replacement of the broken fence.

5.9 Update from David Crowther at Highways in relation to flooding issues and contact with landowners (SCA)

Cllr Aldersley advised that he is still awaiting an update of the meeting in January regarding Park Lane. A resident of Scotland Road affected by flooding has emailed Cllr Aldersley & Cllr Houlihane to request details of any meetings they have had with Highways in relation to the issue outside of their property. **Action** – Cllr Aldersley & Cllr Houlihane to provide details of the meetings for the clerk so that she can collate the information and forward to the resident.

- 5.10 **Update from Cllr Stobart in relation to queries raised with new parking enforcement**
Cllr Stobart advised that there is information in relation to this matter in his report.
 - 5.11 **Cllr Stobart to provide links to info for 'Rural Exemption Sites' & grant funding opportunities with SCDC**
Cllr Stobart advised that links have been forwarded, item to be removed.
 - 5.12 **Send District Councillor report to Les Waters for village circulation of first two items on report (SEM)**
Item resolved, to be removed.
 - 5.13 **Update from Kerry Allen in relation to the proposed link for a NMU to Scotland Farm Hub (SCA)**
Cllr Aldersley advised that there is no update at present.
 - 5.14 **Clerk to forward condition request for Dry Drayton Methodist Church to Dry Drayton Primary School**
The clerk sent the information to the school, item to be removed.
 - 5.15 **Update on 2023/24 LHI Application for a speed buffer zone (SCA)**
Cllr Aldersley chased this matter. Response received to advise that the designer has been away and will be in contact shortly.
 - 5.16 **Update on email sent from Cllr Smith to Cllr Stobart in relation to streetlights not working in Cottons Field**
Cllr Smith reported the streetlights that are not working and forwarded details to Cllr Stobart. Cllr Stobart advised that Cllr Garvie has reported the streetlights to SCDC. Cllr Smith advised that the streetlights were still not working when he checked on Saturday evening.
 - 5.17 **Update on report to Public Rights of Way Officer for Footpath 11 and issues with hedge and visibility (SCA)**
Cllr Aldersley advised that there is no update. He has queried why the report was closed but has yet to receive a response. He will chase this matter.
 - 5.18 **Update on 2024/25 LHI Application for parking restrictions outside school (SCA)**
Cllr Aldersley confirmed that this application has been submitted and is awaiting a response.
6. **To Accept a Report from County and District Councillors**
See www.drydraytonpc.org.uk for reports.

Cllr Aldersley asked Cllr Stobart if he could investigate any issues that are possibly blocking the progress of the NMU. Active Travel England was discussed as a potential route to explore for funding towards an NMU. *Action – Action on Energy information to be shared with Les Waters for circulation.*

7. **To Discuss Planning Matters**
- a. **Applications received for consideration**
 - i. **24/00213/FUL - St Giles Cricket Club Scotland Road - Demolition of existing cricket pavilion and construction of new cricket pavilion – comments by 19th February 2024**
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous) to support this application.
 - ii. **24/0146/TTPO - Favonius, Park Lane - Two trees located on Favonius property boundary included within the Group: TPO 0015 (1966) to be felled. Yew hedge to remain, large fir tree interfering with overhead wires and also lifting driveway. Smaller fir tree (dead) and interfering with overhead wires – comments by 19th February 2024**
RESOLVED (Prop Cllr Houlihane, 2nd Cllr Pyle, Cllr Aldersley abstained & Cllr Granger & Cllr Smith were both in favour) that DDPC agree to the removal of the dead tree, with just the cutting back of the tree that has the TPO. Dry Drayton Parish Council objected to the removal of the large tree as they believe it was not adequately justified and more details were required.
 - b. **Decisions received from South Cambs District Council**
 - i. **24/0135/TTPO - St Giles Cricket Club Scotland Road - 5 Day Notice to remove 2 large Poplars fallen during high winds – For information only – Permission Granted 31st January 2024**
8. **Matters for discussion/correspondence received**

- 8.1 For information – Letter from Cllr Bridget Smith in relation to Publication of Best Value Notice Data**
The councillors agreed no comments are to be made in relation to this matter.
- 8.2 To discuss repairs needed to the High Street noticeboard**
Action – Cllr Aldersley to investigate if there is a handy person in the village who may be able to carry out small jobs such as this.
- 8.3 To discuss change of frequency of the newsletter and upcoming matters to be included for March & June**
The councillors agreed the only item to be included would be potential dates of a Spring Clean Litter Pick. *Action – Cllr Aldersley to investigate social media channels as a medium for publishing parish council information and updates.*
- 8.4 To discuss the outcome of the meeting between Cllr Aldersley, the Clerk, and the National Allotment Society (NAS) in relation to the future management needs of the allotments in the parish**
Cllr Aldersley and the clerk gave the councillors a summary of their meeting with the NAS representative and explained that the Dry Drayton Allotments require a constitution and appropriate rules and regulations to be drafted as soon as possible. *Action – Clerk to circulate model documents provided by NAS to the councillors.*
- 8.5 To discuss enquiry received in relation to councillor vacancies**
The clerk advised that she had received an email enquiry from a resident in relation to councillor vacancies. The clerk responded with further information and an invitation to tonight's meeting. *Action – Clerk to follow up the enquiry with an invitation to attend the next parish council meeting.*
- 8.6 To discuss email suggestion received from a resident in relation to reinstating the two-weekly collection of the green bins from 1st February to the 1st of March**
Action – Cllr Stobart to take resident view to the relevant department at SCDC.
- 8.7 For information – Highways planned closure of B1050 Hattons Road Bridge, Bar Hill – with overnight closures and surfacing works planned for 9th to 12th February 2024**
- 8.8 To discuss the email received from the Chair of Bourn Parish Council in relation to the performance of SCDC Planning Department & Planning Committee and Cllr Bridget Smith response**
The councillors agreed no action was to be taken by the parish council in relation to this matter.
- 9. Consultations**
- 9.1 For info - Greater Cambridge residents to have their say on new Air Quality Strategy by Cambridgeshire City Council and South Cambs District Council – resident comments by 15th February 2024**
Cllr Aldersley provided feedback to Cllr Stobart that there was no explanation of acronyms, no glossary, and a lack of document structure.
- 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 Houlihan, unanimous) to accept the bank reconciliation and accounts.
- b. To advise of payments received between 1st January 2024 and 31st January 2024 – no payments received**
- c. Payments made between 1st January 2024 and 31st January 2024**
- i. S Etherington-Meech – Reimbursement of Microsoft 365 - £59.99
 - ii. S Etherington-Meech – Clerks final backpay payment for 2023/24 – £136.44
 - iii. HMRC – Clerks Tax & NI for Period 9 - £57.39
 - iv. S Etherington-Meech – Salary/Overtime/Expenses/Pension (Period 9 & 10) - £803.64
 - v. SSE – Streetlighting Energy 2nd Nov 23 – 30th Nov 23 - £20.96

d. Payments to hand

RESOLVED (Prop Cllr Pyle, 2nd Cllr Houlihane, unanimous) that all payments to hand are paid. Councillors to authorise online payments.

- i. S Etherington-Meech – Pay difference for Period 10 - £40.00
- ii. HMRC – Clerks Tax/NI for period 10 – £16.54
- iii. Dry Drayton Village Hall – Hall Hire for 6th February 2024 for 3 hrs - £24.00
- iv. Pennon Water Services – Water rates for the allotments 5th Jul 23 – 23rd January 24 - £102.68

e. To discuss new contract quotation for streetlighting with SSE due to expiry of current contract

RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) that DDPC proceed with the quotation received from SSE on 29th January 2024, to take effect from 1st March 2024. **Action** – Clerk to instruct SSE to proceed with the quotation.

f. To arrange a date for the clerk’s annual appraisal

Cllr Aldersley & Cllr Granger arranged a date to meet with the clerk to conduct her appraisal at the end of February.

g. To discuss costings and reduction of working of a plaque for the Coronation Tree

It was agreed for the wording of the plaque to be condensed to ‘Planted for the coronation of HM King Charles III – funded by SCDC’. **Action** – Clerk to contact Timpson’s for a price and if within previously agreed amount to proceed.

h. To discuss and agree parish council meeting dates from June 2024 to May 2025

The councillors agreed and checked availability of the village hall for 4th June 2024 & 2nd July 2024. **Action** – Clerk to contact Dry Drayton Village Hall bookings clerk to book the June and July dates and to check for availability from August 2024 to May 2025.

i. To discuss instruction of internal auditor

RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) to instruct LGS Services to complete the 2023/24 internal audit.

j. To discuss setting up a direct debit payment for water rates at the allotments

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous) to set up a direct debit payment for the water rates at the allotments.

11. To accept notices and matter for the next agenda

- To arrange a date for a Spring Clean Litter Pick

12. Date and time of next meeting – Tuesday 5th March 2024 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 at 8.52pm

Signed.....Chairman

Date.....

Appendix 1

DRY DRAYTON PARISH COUNCIL
January 2024 Bank Reconciliation

	£
Unity Trust Current Account on 1 st January 2024	£35,459.90
<u>Less</u> payments presented from 1 st January 2024 to 31 st January 2024 3 online payments, 2 direct debits, 2 standing orders, no bank fee	£1,078.42
<u>Plus</u> , receipts presented from 1 st January 2024 to 31 st January 2024 No receipts received	£0.00
Closing Unity Trust Current bank account on 31 st January 2024	£3,381.48
Closing Unity Trust Instant Access account 31 st January 2024	£31,000.00
Total:	£34,381.48
<u>Less outstanding payments not yet subtracted</u>	
• <u>Clerks Direct Debit Difference Period 10</u>	£40.00
• <u>Clerks Tax/NI Period 10</u>	£16.54
Balance carried forward on 31st January 2024	£ 34,324.94
<u>Notes:</u> As of December 2023, outstanding Section 106 monies to be spent:	
• Traffic Calming - £45,125.00 (held by Highways)	

Sarah Etherington-Meech

RFO

31st January 2024