

Minutes of Dry Drayton Parish Council (DDPC) Annual Meeting
Tuesday 7th May 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 Houlihan (Vice-Chair),
 Cllr E Pyle (Councillor), Cllr D Smith (Councillor)

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

Attending: Cllr C Garvie (District Councillor), 2 members of the public

1. **Election of Chairman and signing the Declaration of Acceptance of Office**
 RESOLVED (Prop Cllr Pyle, 2nd Cllr Smith, unanimous) to re-elect Cllr Aldersley as Chairman.
 The Chairman signed the Acceptance of Office form.
2. **Election of Vice-Chairman**
 RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) to re-elect Cllr Houlihan as Vice-Chairman.
3. **To Accept Apologies for Absence**
 All parish councillors were present at the meeting. Cllr Stobart (District Councillor) sent an apology for his absence.
4. **To Accept Parish Councillors Declarations of Interest for Matters on the Agenda**
 Cllr Aldersley declared a pecuniary interest in **Item 10.6** due to being the applicant for this matter. The item is just for information only, no discussion required.
5. **To Agree to hold a Public Forum**
 No matters were raised by members of the public.
6. **To Approve the Minutes of Meeting held on Tuesday 9th April 2024**
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that the minutes of the meeting be approved and signed by the chairman as a true and accurate record of the meeting.
7. **Matters Arising from the Minutes, Report of any actions, Resolutions from last meeting & ongoing matters**
 - 7.1 **Update on two remaining councillor vacancies/poster review (SCA)**
 A resident was in attendance who is considering applying for one of the current councillor vacancies later in the year. **Action** – Clerk to send councillor application pack to resident ahead of September 2024 meeting.
 - 7.2 **Update of Luton Airport Stacking consultation (now closed) (RS/CG)**
 Cllr Garvie advised that there is no further update on this matter.
 - 7.3 **Update on repainting of faded lines at Dry Drayton Primary School (RS/CG)**
 Cllr Garvie confirmed that Cllr Murphy has advised that these works are to go ahead. Cllr Garvie will follow this matter up.
 - 7.4 **Review of Training Statement of Intent and Dignity at Work Policies (SCA)**
 Cllr Aldersley to review these policies.
 - 7.5 **Update on proposal from Highways in relation to issues with buses manoeuvring at Oak Crescent bus stop**
 Cllr Aldersley advised that there are no further updates on this matter and is unsure if Cllr Murphy has heard anything further.
 - 7.6 **Update from Highways for LHO assessing the broken fence at 'The Drift' (SEM)/Obtain quote for repair (SCA)**
 The clerk advised that no further update has been received from Highways. Cllr Aldersley has requested a quote for repair.
 - 7.7 **Update on abandoned streetlight on footpath between Pettitt's Lane & High Street (DS)**
 Cllr Smith received an email today which he circulated to councillors; the email advised that Balfour Beatty confirmed that there is no power supply to the streetlight. Cllr Garvie has forwarded the email to Helen Taylor at South Cambs District Council to investigate.
 - 7.8 **Update in relation to works carried out by PX Farms to remove debris at 'The Drift' (TSH/SCA)**
 Cllr Aldersley has emailed PX Farms for an update. He also advised that residents have commented that the bridleway is unusable.

- 7.9 **Update from Kerry Allen in relation to the proposed link for a NMU to Scotland Farm Hub (SCA)**
Cllr Aldersley advised that there is still no update on this matter.
- 7.10 **Update from David Allatt at CCC in relation to the NMU land transfer (SCA)**
Cllr Aldersley advised that there is still no update on this matter.
- 7.11 **Update on 2024/25 LHI Application for parking restrictions outside school (SCA)**
Cllr Aldersley advised that there is still no update on this matter.
- 7.12 **To investigate a village handyperson for jobs such as noticeboard repairs (SCA)/Clerk to investigate costings for a new noticeboard**
No update from Cllr Aldersley or the clerk, action to be carried over.
- 7.13 **To investigate social media channels as a medium for publishing parish council info/updates (SCA)**
Action – Cllr Aldersley to publish latest minutes on Facebook page
- 7.14 **Update on 2023/24 LHI Application for speed limit buffers (SCA)**
Cllr Aldersley advised that he has provided all the information and is now waiting for a response.
- 7.15 **To obtain a plaque for the Coronation Tree (SEM)**
Cllr Pyle has sourced a plaque, matter now resolved.
- 7.16 **Update on rotten handrail repairs on the fields off Cottons Field that leads to Butchers Lane (CG)**
Repair has not yet been carried out. Logged with Local Highways Officer.
8. **To Accept a Report from County and District Councillors**
See www.drydraytonpc.org.uk for reports.
Cllr Garvie to enquire with Shared Prosperity Fund as to whether Long Lane would be eligible.
9. **To Discuss Planning Matters**
- a. **Applications received for consideration**
 - i. **24/01176/S73 - Land To The North-east Of Childerley Farm Childerley Estate**
Childerley - S73 to vary Conditions 2 (Approved Drawings), 6 (Filter Drain Elevation Detail), 10 (Proposed Landscape and Ecology Enhancements), 14 (Construction Traffic Management Plan and 16 (CTMP) of planning permission 21/02173/FUL (Installation of a renewable energy led generating station comprising of ground-mounted solar arrays, associated electricity generation infrastructure and other ancillary infrastructure comprising of storage containers, access tracks, fencing, gates and CCTV together with the creation of a woodland, landscaping and biodiversity enhancements) – extension granted for comments
The councillors agreed no comments to be made for this matter.
 - b. **Decisions received from South Cambs District Council**
 - i. **24/00706/LBC - 67 Pettitts Lane Dry Drayton - Addition of a door between hallway and kitchen, removal of external door in new kitchen and removal of WC window at first floor to previously approved single storey rear extension, internal alterations, and all associated works – Permission Granted**
10. **Matters for discussion/correspondence received**
- 10.1 **For information – The Cambridge Club Festival – 7th June 2024 – 9th June 2024**
 - 10.2 **For information – Annual Pathfinder March – Saturday 8th June 2024 – Checkpoint 3 is Dry Drayton Primary School between 8.30 & 14.15**
 - 10.3 **For information - Freedom of Information request relating to Active Travel Scheme surveys**
 - 10.4 **To discuss Bar Hill Skatepark Lobby Committee – request for representative of Dry Drayton to attend committee meetings and report back to DDPC**
Action – Cllr Aldersley to attend the first meeting and decide how frequently attendance is required.
 - 10.5 **For information - Freedom of Information request relating to Active Travel Scheme surveys prior to 16th May 2024 – publishing of DDPC comments**

- 10.6 For information - Allocation of addressing to a new dwelling at Park Lane, Dry Drayton. To be known as Grove House Barns, Park Lane, Dry Drayton, Cambridge CB23 8DB
- 10.7 For information - Adoption of Greater Cambridge Statement of Community Involvement(SCI) 2024
Cllr Aldersley suggested Cllr Garvie forward details to Les Waters for circulation.
- 10.8 To discuss an action plan for the management of the allotments and review legal documents
This item was discussed after Item 10.10. Cllr Smith produced and circulated a draft tenancy agreement to councillors prior to the meeting which they discussed. **Action** – Clerk to confirm via the electoral register that plot holders are residents of the parish and the allotment waiting list to be requested.
- 10.9 To discuss email received in relation to funded EV charging installation
Action – Cllr Granger to attend event in relation to this on 9th May and feedback.
- 10.10 To discuss resident comments in relation to access to Long Lane from Pettitts Lane following recent hedge clearance work
It was discussed that this area is a footpath not a bridleway. **Action** – Cllr Aldersley to contact Cllr Murphy to ask if signage could be provided for this area.

11. Consultations – no consultations received

12. Finance and Policy

- a. To accept account review to date and bank reconciliation
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) to accept the bank reconciliation (See Appendix 1) and accounts. **Action** – Clerk to chase Highways for the invoice for Oak Crescent LHI application.
Action – Clerk to adjust spreadsheet and add projects to monthly analysis
- b. To advise of payments received between 1st April 2024 and 1st May 2024
- i. SCDC – Precept Payment for 2024/25 - £23,000
- c. Payments made between 1st April 2024 and 1st May 2024
- i. GeoXphere (Parish Online) – Mapping Software - £45.00
 - ii. CAPALC – Affiliation Fee for 2024/25 - £342.86/£392.86 with DPO Membership
 - iii. DDVH – Hall Hire for meeting on 9th April 2024 for 3 hrs - £24.00
 - iv. Vision ICT – Hosted emails for June 2024 to May 2025 - £192.00
 - v. Vision ICT – Website hosting and support for June 2024 to May 2025 - £225.76
 - vi. S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 12&1) - £855.36
 - vii. SSE – Streetlighting Energy from 1st Feb 2024 – 29th Feb 2024 - £116.34
 - viii. DDVH – Hall Hire for APM on 26th April 2024 - £16.00
 - ix. DDVH – Hall Hire for 7th May 2024 for 3 hrs - £24.00
- d. Payments to hand
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) that all payments to hand are paid.
Councillors to authorise online payments.
- i. HMRC – Employee Tax & NI (Period 1)- £11.88
 - ii. S Etherington-Meech – Clerks Standing Order Difference & Expenses (Period 1) - £124.86
Items received after the agenda was produced
 - iii. Brookfield Groundcare – Grass Cut 1 of 10 - £360.00
 - iv. Pristine Windows – Bus Shelter Cleaning - £135.00
- e. To review the Year-end accounts
The Year-end accounts were circulated to the councillors and will be signed off once the AGAR is received from the Internal Auditor together with his report. **Action** – Amend wording on the explanation of variances form to confirm that the precept was higher than previous years as there were projects the parish council wanted to carry out.

- f. **To review standing orders and variable direct debits from bank account**
The current standing orders and variable direct debits were considered by members and RESOLVED to keep them in place.
- g. **To review bank signatories and agree removal and adding**
It was considered that all councillors are now signatories on the bank account, therefore, no changes required.
- h. **Authorise due payments that arise on a regular basis**
RESOLVED ^(Prop Cllr Aldersley, Cllr Pyle, unanimous) to authorise due payments that arise on a regular basis including Brookfield Groundcare, Dry Drayton Village Hall, Pennon Water (direct debit now activated), VisionICT, LGS Services & Pristine Windows.
- i. **To review Standing Orders, Financial Regulations, and other policies & procedures**
Following review RESOLVED ^(Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that all current policies be approved with no amendments. New Financial Regulations released after the agenda was produced. **Action – New Financial Regulations to be reviewed and added to the next agenda.**
- j. **To review the Asset Register for 31st March 2023**
The Asset Register was reviewed and approved ^(Prop Cllr Pyle, 2nd Cllr Houlthane, unanimous)
- k. **To confirm insurance cover**
Insurance cover was noted by the council.
- l. **To review DDPC and/or staff subscriptions to other bodies**
The current subscriptions for the council and staff were reviewed by the councillors. These consist of: CAPALC (Cambridgeshire & Peterborough Association of Local Councils) for the Council, SLCC (Society of Local Council Clerks) for the Clerk, GeoXsphere (Online Mapping), Cambs ACRE, National Allotment Society and ICO (Information Commissioners Office) for the Council.
- m. **To review employment policies and procedures**
The employment policies and procedures were reviewed by members.
- n. **To review expenditure incurred under S.137 of the Local Government Act 1972**
No expenditure was incurred under S.137 of the Local Government Act 1972 during the period from 1st April 2023 to 31st March 2024
- o. **To discuss earmarked reserves and resolve amounts and purposes of earmarked reserves at year end**
The reserves tab on the cashbook spreadsheet details all reserves through the year and will be amended accordingly.
- p. **Clerk to check if there is still a Cambridge Building Society account open in the council's name**
The clerk checked previous financial records and can confirm the following:
 - The closing balance from the Cambridge Building Society account was received on 12th January 2021.
 - The closing balance of the NS&I savings account held for contribution to the cycle path was received on 24th December 2020.
13. **To accept notices and matter for the next agenda**
 - To review and approve the new model financial regulations
 - Advanced apology of absence from Cllr Aldersley
14. **Date and time of next meeting – Tuesday 4th June 2024 at 7pm at Dry Drayton Village Hall**
Meeting closed at 9.29pm

EXCLUSION OF THE PUBLIC AND PRESS

15. **To discuss clerk's pension arrangements**
In confidential minutes.

11.11

23/24

Signed.....I.S. H.....Vice.....Chairman

Date.....4/6/24.....

Appendix 1

DRY DRAYTON PARISH COUNCIL
April 2024 Year End Bank Reconciliation

	£
Unity Trust Current Account on 31 st March 2024	£1,221.90
Unity Trust Instant Access account 31 st March 2024	£31,193.86
Total:	£32,415.76
<u>Less</u> payments presented from 1 st April 2024 to 30 th April 2024 <i>5 online payments, 2 direct debit, 2 standing orders, no bank fee</i>	£1,799.60
<u>Plus</u> , receipts presented from 1 st April 2024 to 30 th April 2024 <i>1 receipt received</i>	£23,000.00
Closing Unity Trust Current bank account on 30 th April 2024	£24,122.30
Closing Unity Trust Instant Access account on 30 th April 2024	£29,493.86
Total:	£53,616.16
<u>Less outstanding payments not yet subtracted</u>	
<ul style="list-style-type: none"> • Clerks Tax & NI (Period 1) - £11.88 • Clerks Mileage/Pay Difference/Expenses (Period 1) - £124.86 	
Balance carried forward on 30th April 2024	£ 53,479.42
Notes: As of December 2023, outstanding Section 106 monies to be spent:	
<ul style="list-style-type: none"> • Traffic Calming - £45,125.00 (held by Highways) 	

Sarah Etherington-Meech

RFO

7th May 2024