

**Minutes of Dry Drayton Parish Council (DDPC) Meeting**  
**Tuesday 4<sup>th</sup> June 2024 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton CB23 8BS**

**Present:** Cllr J Granger (Councillor), Cllr T Houlihane (Vice-Chair), Cllr E Pyle (Councillor), Cllr D Smith (Councillor)

**Clerk:** S Etherington-Meech CILCA (Parish Clerk/RFO)

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

Cllr Houlihane chaired the meeting in the Chairman's absence.

**1. To Accept Apologies for Absence**

Apology accepted from Cllr Aldersley who was absent due to another commitment. Cllr Garvie (District Councillor) & Cllr Murphy (County 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**

A member of the public raised a concern over the road surface on Park Street especially the noise from lorries going over bumps. Cllr Stobart suggested that the transport plan for Northstowe could be reviewed especially if signs have been put up signposting lorries to developments in Northstowe. **Action – Public to record vehicle movements/gather information and DDPC to inform Cllr Murphy of concern raised.**

The Vice-Chairman closed the Public Forum at 7.07pm

**4. To Approve the Minutes of the Annual Parish Council Meeting held on Tuesday 7<sup>th</sup> May 2024**

**RESOLVED** (Prop Cllr Houlihane, 2nd Cllr Pyle, unanimous) that the minutes of the meeting together with the confidential minutes be approved and signed by the vice-chairman as a true and accurate record of the meeting.

**5. Matters Arising from the Minutes, report of any actions, resolutions from last meeting & ongoing matters**

**5.1 Clerk to send councillor application details to resident interested in becoming a councillor**

The clerk confirmed that the information was sent. Item to be removed.

**5.2 Update on Luton Airport Stacking Consultation (now closed) (RS/CG)**

Cllr Stobart confirmed that the opposition group continue to publish information. However, there are no further updates at the moment.

**5.3 Update on repainting of faded lines at Dry Drayton Primary School (RS/CG/EM)**

Cllr Stobart confirmed that the work is scheduled, no date at present for works.

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

This matter is with Cllr Aldersley for review.

**5.5 Update on proposal from Highways in relation to issues with buses manoeuvring at Oak Crescent bus stop (SCA)**

Cllr Aldersley confirmed there was no update on this matter.

**5.6 Update from Highways for LHO assessing broken fence 'The Drift' (SEM)/Quote for repair (SCA)**

Ross Lewis confirmed that this has been referred to the Local Highways Officer (LHO).

**5.7 Update on abandoned streetlight on footpath between Pettitt's Lane & High Street (DS/CG)**

Cllr Smith advised that there is no update. **Action – Cllr Stobart to chase Helen Taylor at South Cambs District Council in relation to this matter.**

**5.8 Update in relation to works carried out by PX Farms to remove debris at 'The Drift' (TSH/SCA)**

Cllr Houlihane advised that PX Farms have not contacted him in relation to obtaining the keys. **Action – Clerk to email PX Farms to see if conditions are yet suitable for works.**



- 5.9 **Update from Kerry Allen in relation to the proposed link for a NMU to Scotland Farm Hub (SCA)**  
DDPC have a Zoom meeting with Kerry Allen on 11<sup>th</sup> June 2024 to discuss this matter.
- 5.10 **Update from David Allatt (CCC) in relation to the NMU land transfer (SCA)**  
Cllr Aldersley advised that there is no update on this matter.
- 5.11 **Update on 2024/25 LHI application for parking restrictions outside school (SCA)**  
Cllr Aldersley advised that there is no update on this matter.
- 5.12 **Investigate village handyperson for small jobs such as noticeboard repair (SCA)**  
The cost for a replacement noticeboard is in the region of £2,000. Therefore, it was decided that prices for fixing the noticeboard should be obtained.
- 5.13 **To publish latest minutes of parish council Facebook page (SCA)**  
Action completed, item to be removed.
- 5.14 **Update on 2023/24 LHI Application for speed limit buffers (SCA)**  
There is no further update as it is currently being discussed if signage can be included.
- 5.15 **Update on rotten handrail repair on fields off Cottons Field that leads to Butchers Lane (CG)**  
**Action** – Clerk to advise Highways that there was an accident with an elderly resident the other day and the top section has totally given way on the handrail, repair is urgent.
- 5.16 **Update on attending meeting of Bar Hill Skatepark Lobby Committee (SCA)**  
There is no update at present.
- 5.17 **Clerk to confirm allotment plot holders are residents and waiting list to be obtained**  
**Action** – Clerk to contact allotment warden for this information.
- 5.18 **To enquire with Cllr Murphy if footpath with access to Long Lane from Pettitts Lane can have signage (SCA)**  
There is no update at present.

#### 6. To Accept a Report from County and District Councillors

Cllr Murphy sent the following update.

*'My report would have been limited as many committees and council business have been postponed due to 'purdah'.*

*However I have been working hard to escalate the highways (signs, lines, road/path condition, volume and speed of traffic, and drainage) problems within the village and have had some success. This week I am meeting senior council officers including the chief executive to take stock highlighting longstanding significant issues within the village. I have been demanding change for a long time and now seem to be getting somewhere. I will know more after this meeting (Thursday).'*

For Cllr Stobart & Cllr Garvie report see [www.drydraytonpc.org.uk](http://www.drydraytonpc.org.uk).

Cllr Stobart advised that the South Cambs District Council (SCDC) magazine would be circulated at a later point, week commencing the 10<sup>th</sup> of June. However, the full version will not be released until after the general election. Cllr Stobart also welcomed comments from councillor in relation to the SCDC parish e-bulletin.

Cllr Stobart advised that Cllr Murphy has convened a meeting with the Road Safety Officer tomorrow to talk of the issue with antisocial driving on the A1307, at the end of Huntingdon Road and roundabout at the bottom connecting with the A14.

Cllr Stobart raised that the Shared Prosperity Fund is a good opportunity to be considered for funding. **Action** – Cllr Granger to confirm details for consideration of an application through this funding for the resurfacing of Long Lane. Add to July agenda.

#### 7. To Discuss Planning Matters

##### a. Applications received for consideration

- i. **24/01956/CL2PD - 2A Old Rectory Drive Dry Drayton Cambridgeshire CB23 8BU - Certificate of lawfulness under S192 for the erection of an oak-framed art studio – For information only**

The clerk confirmed that this has now been granted.

##### b. Decisions received from South Cambs District Council – no decisions received

#### 8. Matters for discussion/correspondence received



- 8.1 For information – South Cambs District Council Community Growing Grant Scheme – runs until 31<sup>st</sup> March 2025
- 8.2 For information – South Cambs District Council - newly expanded Envirocrime Team to tackle fly tipping including abandoned cars
- 8.3 To discuss email from resident in relation to continued flooding of Scotland Road and complaint to CCC  
Jonathan Clarke (Group Manager for Cambridgeshire County Council (CCC) Maintenance) is to arrange a meeting with the resident and other officers of CCC.
- 8.4 Cllr Granger to provide update on event in relation to EV charging installation and to discuss if to register interest for CCC parish offer  
The councillors discussed that there may be a demand in the future. *Action – Cllr Granger to register interest in the scheme for the future.*
- 8.5 To discuss signs erected in the parish directing drivers to new developments in Northstowe  
*DDPC NOT to recommend signage*  
*SLK*  
*Action – Councillors to investigate content and location of signs.*
- 8.6 For information – email from Brookfield Groundcare advising that due to adverse weather conditions they are currently behind schedule
9. Consultations
- 9.1 For information – East West Rail – Business update – update on Statutory Consultation and appointment of new CEO
10. Finance and Policy
- a. To accept account review to date and bank reconciliation  
RESOLVED (Prop Cllr Houlihan, 2nd Cllr Granger, unanimous) to accept the bank reconciliation (See Appendix 1) and accounts.
- b. To advise of payments received between 2<sup>nd</sup> May 2024 and 29<sup>th</sup> May 2024 – no payments received
- c. Payments made between 2<sup>nd</sup> May and 29<sup>th</sup> May 2024
- S Etherington-Meech – Clerks Salary/Expenses/Standing Order Difference (Period 1) - £876.78
  - HMRC – Employee Tax & NI (Period 2) - £12.08
  - S Etherington-Meech – Clerks Standing Order Difference (Period 2) - £60.44
  - Dry Drayton Village Hall – Hall Hire for 3 hrs on 4<sup>th</sup> June 2024 - £24.00
  - Pristine Windows – Bus Shelter Cleaning - £135.00
  - HMRC – Clerks Tax for Period 1 - £11.88
  - Brookfield Groundcare – Grass Cut 1 of 10 - £360.00  
A regular payment was received after the agenda was produced for Brookfield Groundcare – Cut 2 of 10 - £360.00 – Payment was made and authorised online prior to the meeting.
- d. Payments to hand – no payments to hand
- e. To receive and note the Annual Internal Audit Report for 2023/24  
The Annual Internal Audit Report for 2023/24 was received and noted by the councillors, no actions were required.
- f. To consider and approve the Year-end accounts for 2023/24  
RESOLVED (Prop Cllr Pyle, 2nd Cllr Smith, unanimous) that the Year-end accounts for 2023/24 be approved.
- g. To consider, approve and sign The Annual Governance Statement (Section 1 of the AGAR)  
The Annual Governance Statement for 2023/24 (Section 1 of the AGAR) was presented and read to councillors by S Etherington-Meech. The assembled Council members answered accordingly and RESOLVED (Prop Cllr Houlihan, 2nd Cllr Granger, unanimous) that the Annual Governance Statement be approved. S Etherington-Meech (Responsible Financial Officer) and Cllr Houlihan (Vice-Chairman) signed and dated the statement.
- h. To consider, approve and sign the Accounting Statements (Section 2 of the AGAR)

The Accounting Statements for 2023/24 (Section 2 of the AGAR) were presented by S Etherington-Meech (Responsible Financial Officer). RESOLVED (Prop Cllr Smith, 2nd Cllr Pyle, unanimous) to approve the Accounting Statement for 2023/24. Cllr Houlihane (Vice-Chairman) signed and dated The Accounting Statements.

**i. To discuss email from VisionICT in relation to upgrading parish council website to WordPress**

The councillors agreed that the website is fit for purpose and does not require the upgrade.

**j. To review and adopt amended Model Financial Regulations for Local Councils (2024)**

Cllr Houlihane adjourned this matter to the July meeting to give councillors adequate time to review the document.

**k. Update from clerk in relation to chasing CCC for invoice for Oak Crescent LHI works**

The clerk confirmed that this matter has been chased.

**l. Update from clerk in relation to adjusting the spreadsheet and adding projects to the monthly analysis**

The clerk confirmed that this action has been carried out and the matter resolved.

**11. To accept notices and matter for the next agenda**

Please note that no decisions can lawfully be made under this item. LGA 1972 s12 10(2) (b) states that business must be specified; therefore, the Council cannot lawfully raise matters for discussion.

**12. Date and time of next meeting – Tuesday 2<sup>nd</sup> July 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.

**13. To discuss clerk's pension backpay and new direct debit amount**

In confidential minutes

Meeting closed 8.38 pm

Signed..........Chairman

Date..........



Appendix 1

DRY DRAYTON PARISH COUNCIL

May 2024 Year End Bank Reconciliation

	£
Unity Trust Current Account on 30 <sup>th</sup> April 2024	£24,122.30
Unity Trust Instant Access account 30 <sup>th</sup> April 2024	£29,493.86
<b>Total:</b>	<b>£53,616.16</b>
Less payments presented from 1 <sup>st</sup> May 2024 to 31 <sup>st</sup> May 2024 9 online payments, 1 direct debit, 2 standing orders, no bank fee	£1,571.90
	£0.00
Plus, receipts presented from 1 <sup>st</sup> May 2024 to 31 <sup>st</sup> May 2024 No receipts received	
Closing Unity Trust Current bank account on 31 <sup>st</sup> May 2024	£2,550.40
Closing Unity Trust Instant Access account on 31 <sup>st</sup> May 2024	£49,493.86
<b>Total:</b>	<b>£52,044.26</b>
Less outstanding payments <b>not yet subtracted</b>	
<b>Balance carried forward on 31<sup>st</sup> May 2024</b>	<b>£ 52,044.26</b>

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

- Traffic Calming - £45,125.00 (held by Highways)

*Sarah Etherington-Meech*

RFO

3<sup>rd</sup> June 2024

TUESDAY 4<sup>TH</sup> JUNE 2024

DRY DRAYTON PARISH COUNCIL

