

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 10th September 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-Chair), Cllr E Pyle (Councillor), Cllr D Smith (Councillor)

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

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

1. To Accept Apologies for Absence

No apologies, all parish councillors were present.

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

There were no items raised in the public forum.

4. To consider application for co-option from Emma Al-Baqir

Emma Al-Baqir sent an apology for absence due to work commitments.

5. To Approve the Minutes of the Parish Council Meeting held on Tuesday 2nd July 2024 and Extraordinary Parish Council Meeting held on Monday 22nd July 2024

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that the minutes of the meetings on 2nd July 2024 and 22nd July 2024 be approved and signed by the chairman as a true and accurate record of the meetings.

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

6.1 Update on resident concerns over road surface on Park Street (inc. lorry traffic) – raised with LHO

Cllr Aldersley advised that he raised this matter with the previous LHO on a walk around the village, some of the matters have been actioned. Cllr Murphy confirmed that she would take a list of outstanding highways issues to a highways meeting at Bar Hill on Thursday.

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

Cllr Stobart confirmed that the consultation is not yet finally closed. He arranged for Les Waters to circulate information in relation to **Item 10.6** to residents to provide feedback to RELAS.

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

Cllr Murphy advised that she requested that the team dealing with this matter confirm what is happening as she believes this was allocated in the summer budget to LHOs.

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

Cllr Aldersley confirmed no action has been taken on this matter.

6.5 To complete and submit application for SCDC Shared Prosperity Fund (JG)

Cllr Granger advised that she completed an application and applied before the deadline of the end of July, she has requested an update.

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

Cllr Aldersley advised that he has not obtained a quote yet. Cllr Murphy is to add this matter to the list of outstanding highways issues.

6.7 To chase Helen Taylor (SCDC) in relation to abandoned streetlight between Pettitt's Lane & High Street (DS/RS)

There was no update on this matter. *Action – Cllr Stobart to chase this matter up.*

6.8 Update on meeting with Kerry Allen in relation to the proposed link for a NMU to Scotland Farm Hub (SCA)

Cllr Aldersley advised that some draft proposals have been drawn up, more work is needed, and more information is required.

6.9 Update from David Allatt (CCC) in relation to the NMU land transfer (SCA)

Cllr Murphy advised that this matter is ongoing and there is no update.

6.10 Update on 2024/25 LHI application for parking restrictions outside school (SCA)

Cllr Aldersley advised that there is no update on this matter.

6.11 Investigate village handyperson for small jobs such as noticeboard repair (SCA)

Cllr Pyle and the clerk advised a resident has offered to fix the noticeboard if DDPC can source the Perspex for it. **Action** – Cllr Pyle to source Perspex for the noticeboard.

6.12 Update on resident meeting with CCC in relation to continued flooding of Scotland Rd

It was advised that the work is scheduled to be carried out in November 2024. Cllr Aldersley thanked Cllr Murphy for her input in this matter.

6.13 Update on 2023/24 LHI Application for speed limit buffers (SCA)

Cllr Aldersley advised that there is no update on this matter.

6.14 Update on urgent rotten handrail repair on fields off Cottons Field that leads to Butchers Lane (CG/EM)

Cllr Murphy advised that this is on the list of outstanding matters for the LHO.

6.15 Update on attending meeting of Bar Hill Skatepark Lobby Committee (SCA)

Cllr Aldersley advised that he has not managed to attend a meeting. Cllr Murphy advised that she is now part of the skatepark group and will provide DDPC with updates.

6.16 Clerk to contact allotment warden for allotment plot holders addresses and plot waiting list

The clerk advised that she has been gathering this information.

6.17 To enquire with Cllr Murphy if footpath with access to Long Lane from Pettitts Lane can have signage (SCA)

Cllr Murphy advised that this matter is on the list for outstanding highways matters.

6.18 Councillors to investigate content and location of Northstowe new development signs in the village

This matter is to be removed from the agenda.

6.19 Update on issuing of Cambridgeshire County Council invoice for Oak Crescent LHI works (SEM)

It was agreed that DDPC should just wait for the invoice and remove this from the agenda.

7. To Accept a Report from County and District Councillors

For Cllr Murphy (County Councillor) and Cllr Stobart & Cllr Garvie (District Councillors) reports see website at www.drydraytonpc.org.uk.

8. To Discuss Planning Matters

a. Applications received for consideration

- i. **24/03011/HFUL - Erection of a timber framed garage (3.5mx7m) 1m from the boundary - 11 Pettitts Lane CB23 8BT – Comments by 12th September 2024**

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

- ii. **24/03069/FUL - Change of use from public amenity (highway) to private residential land together with new gated entrance - 67 Pettitts Lane CB23 8BT – comments by 18th September 2024**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihan, unanimous) to object to this application due to a loss of amenity for the parish.

b. Decisions received from South Cambs District Council

- i. **24/02420/HFUL - 3 High Street Dry Drayton Cambridgeshire CB23 8BS - Part two storey, part first floor front and side extension with juliet balcony and rooflights to front and rear elevations – Application Permitted**

9. Matters for discussion/correspondence received

- 9.1 For information - Public Rights of Way Routes Constructed by the A14 Improvement Scheme - Notification Letter and Plans**

- 9.2 For information - Cambridgeshire County Council - Capital Maintenance Programme 24/25**
- 9.3 To discuss recognition for the allotments being managed for 50 years – also to discuss and agree management of allotments and supporting documents**
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) to spend £100.00 for a voucher for recognition of service. The final copy of allotment documents is to be sent to clerk from the councillors by the end of the week in order to be sent out to allotment holders.
- 9.4 To note an email received from a resident in relation to potholes in Pettitts Close**
A resident raised that the damage caused during the construction of the Swift Close development have not yet been repaired. The resident has been advised to report this on the Highways Report It tool and Cllr Murphy has taken photos of the damage.
- 9.5 To provide an update on the junction of Cambridge Rd and Madingley Rd (Cllr Aldersley)**
It has been raised that this was also supposed to be a temporary measure, and it is now dangerous as the blocks keep being moved, played with and it is also overgrown. Cllr Murphy said this would also be for raising with the LHO.
- 9.6 To note update from Brookfield Groundcare in relation to cutting of an overgrown area in Park Lane**
The clerk has not received an update. **Action** – *Cllr Aldersley to check if this work has been carried out.*
- 9.7 To note new Local Highways Officer (LHO) appointment for Cambridgeshire County Council**
- 9.8 For information – North West & West Community Forum – Wednesday 16th October 2024 time TBC**
- 9.9 To discuss the purchase of a dog waste bin for Park Lane**
DDPC agreed that this item should be adjourned until January 2025.
- 10. Consultations**
- 10.1 Cambridgeshire County Council Community Energy Action Plan: Stakeholder Engagement Exercise Published on Consult Cambs (PC) – Draft Action Plan and Survey open until 16th September 2024**
DDPC agreed that no comments are to be made for this consultation.
- 10.2 Cambridgeshire County Council – Active Travel Hierarchy Consultation open until 30th September 2024**
Action – *Cllr Aldersley to draft a response to this consultation.*
- 10.3 Thriplow and Heathfield Neighbourhood Plan – comments by 30th September 2024**
DDPC agreed that no comments are to be made for this consultation.
- 10.4 Cambridgeshire and Peterborough Combined Authority (CPCA) bus franchising consultation – comments by 20th November 2024**
DDPC agreed that discussing this consultation should be adjourned to the next meeting.
- 10.5 Greater Cambridge Partnership – Madingley Road Walking and Cycling Project – comments by 30th September 2024**
Councillors are encouraged to respond as individuals. **Action** – *Cllr Aldersley to draft and circulate to councillors a response to this consultation.*
- 10.6 Email from RELAS - Airspace Change AD6 for Luton Airport arrivals, feedback to CAA by 11 September 24**
Item was for information.
- 11. Finance and Policy**
- a. To accept account review to date and bank reconciliation**
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlthane, unanimous) to accept the bank reconciliation (See Appendix 1) and accounts.
- b. To advise of payments received between 28th June 2024 and 31st August 2024 – no payments received**
- c. Payments made between 28th June and 31st August 2024**

- i. **S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 3, 4 & 5) - £2,540.72**
 - ii. **SLCC – Clerks Annual Membership – £125.96 (18/07/24)**
 - iii. **Dry Drayton Village Hall – Hall Hire for 2nd July/9th & 10th Sept - £60.00**
 - iv. **HMRC – Clerks Tax & National Insurance for Period 3, 4 & 5 - £35.84**
 - v. **Brookfield Groundcare – Grass Cut 3 & 4 of 10 - £720.00**
 - vi. **Cambs ACRE – Annual Membership - £65.00**
 - vii. **Unity Trust Bank Service Charge - £18.00**
 - viii. **Pennon Water Services – Monthly charge for water at the allotments - £24.87**
 - ix. **Pristine Windows – Bus Shelter Cleaning - £135.00**
- d. Scheduled payments and payments to hand**
 RESOLVED (Prop Cllr Houlihane, 2nd Cllr Pyle, unanimous) that all payments to hand are paid.
- i. **PKF Littlejohn – External Audit Fee - £252.00**
 - ii. **Brookfield Groundcare – Cut 5 of 10 - £360.00**
- e. To note and receive the complete and finalised external audit from PKF Littlejohn**
 The councillors *noted* completion of the external audit from PKF Littlejohn.
- f. To discuss and approve renewal of insurance and other quote received**
 The clerk obtained a quotation from Clear Councils for an annual premium of £714.55.
 RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) to proceed with insurance renewal with Zurich Insurance with a premium of £396.00.
- g. To consider adopting a biodiversity policy**
 The clerk circulated the policy to the councillors. The Chairman adjourned this item to the next parish council meeting.

12. 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.

13. Date and time of next meeting – Tuesday 8th October 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 that exclude the public and press

Meeting closed at 8.40pm

Signed.....Chairman

Date.....

Appendix 1

DRY DRAYTON PARISH COUNCIL
August 2024 Year End Bank Reconciliation

	£
Unity Trust Current Account on 30 th June 2024 Unity Trust Instant Access account 30 th June 2024 Total:	£3,177.50 £48,247.66 £51,425.16
<u>Less</u> payments presented from 1 st July 2024 to 31 st August 2024 <i>11 online payments, 3 direct debits, 2 standing orders, no bank fee</i>	£2,916.76
<u>Plus</u> , receipts presented from 1 st July 2024 to 31 st August 2024 <i>No receipts or interest payments received</i>	£0.00
Closing Unity Trust Current bank account on 31 st August 2024 Closing Unity Trust Instant Access account on 31 st August 2024 Total:	£1,760.74 £46,747.66 £48,508.40
<u>Less outstanding payments not yet subtracted</u>	
Balance carried forward on 31st August 2024	£ 48,508.40
<u>Notes:</u> 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

8th September 2024