

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)

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

Attending: Cllr C Garvie (District Councillor), Cllr E Murphy (County Councillor), 2 members of the public, Emma Al-Baqir (co-opted at Item 4)

1. To Accept Apologies for Absence

Cllr Stobart (District Councillor) sent an apology for absence.

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 that a few trees were dying on the village green near the church.

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

The co-option application from Emma Al-Baqir was considered and it was RESOLVED ^(Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) to co-opt Emma Al-Baqir as a member of DDPC. Emma Al-Baqir signed the Declaration of Acceptance of Office, and the clerk counter signed. Cllr Al-Baqir did not vote on any matters of the meeting.

5. To Approve the Minutes of the Parish Council Meeting held on Tuesday 10th September 2024

RESOLVED ^(Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that the minutes of the meeting of 10th September 2024 be approved and signed by the chairman as a true and accurate record of the meeting.

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

6.1 Update on Highways issues (EM).

- i. Concerns over road surface on Park Street (inc. lorry traffic)**
- ii. Repainting of faded lines at Dry Drayton Primary School**
- iii. Repair of broken fence at 'The Drift' (Quote for repair from Cllr Aldersley)**
This matter is on the outstanding Highways matters for the LHO, remove action for Cllr Aldersley.
- iv. Update on resident meeting with CCC in relation to continued flooding of Scotland Rd**
- v. To enquire if footpath with access to Long Lane from Pettitts Lane can have signage (SCA)**
- vi. Update on repairs to Pettitts Close following damage caused by Swifts Close development**
- vii. Update from David Allatt (CCC) in relation to the NMU land transfer (SCA)**
- viii. Update from Kerry Allen in relation to the proposed link for an NMY to Scotland Farm hub (SCA)**
- ix. Chase Helen Taylor (SCDC) regarding abandoned streetlight between Pettitt's Lane & High Street (RS)**
- x. Urgent rotten handrail repair on fields off Cottons Field that leads to Butchers Lane**
- xi. Issues with junction of Cambridge Rd and Madingley Rd**

Cllr Murphy advised that the LHO is aware of all outstanding Highways matters in Dry Drayton. Some specific updates included:

- Pettitt's Lane flooding has been escalated to LHO team leader. A highways officer has stopped by and reported it as an emergency for priority action.
- Park Lane flooding tasked CEO with this in order to have an assessment.

- Greater Cambridge Partnership (GCP) and Cambridgeshire County Council (CCC) officers are to meet and talk through the potential Scotland Road NMU including how links can be made and to discuss funding sources, all building on the work of Kerry Allen.
- Line painting outside of school has been approved just awaiting works to start, Cllr Murphy hopes this is carried out before the LHI works outside the school commence.
- Motion has been submitted to CCC for consideration of the poor condition of the roads, citing that the A14 project left a number of problems.

Cllr Murphy also advised that she had attended a meeting with Bar Hill Skatepark committee and believes they have a good chance of getting a skatepark organised. There will be a survey carried out and they also will survey views on active travel for Bar Hill and Dry Drayton and will link how to promote cycling

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

Cllr Aldersley has seen at least one email relating to this matter from a resident, although it related to aircraft flying from Duxford being more intrusive than Luton.

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

Ongoing matter, no update.

6.4 Update on application for SCDC Shared Prosperity Fund (JG)

Cllr Granger advised that DDPC were not successful with their application and the application would be shared with highways to consider other funding sources for the project.

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

Cllr Aldersley advised that there is no progress, and he will forward correspondence to Cllr Murphy for her to chase up.

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

Cllr Aldersley confirmed that DDPC have been successful for this application.

6.7 To source Perspex for resident to repair High Street noticeboard (EP)

Action – Cllr Aldersley to arrange to drop the noticeboard key to Cllr Pyle in order for the repair to be carried out.

6.8 To arrange thank you and voucher for retired Dry Drayton allotment warden (SCA)

Cllr Aldersley will arrange to personally deliver this to the retired warden.

6.9 To check if Brookfield Groundcare have cut the overgrown area in Park Lane (SCA)

Cllr Aldersley advised that this has still not been cut. *Action – Clerk to chase Brookfield Groundcare to arrange for overgrown area to be cut.*

6.10 Respond to Cambridgeshire County Council - Active Travel Hierarchy Consultation (SCA)

Cllr Aldersley advised that he was unable to respond to this consultation before the deadline. However, Cllr Murphy confirmed that she did put in a response to this consultation and put forward the importance of links which she will be advocating for.

6.11 Respond to GCP – Madingley Road Walking and Cycling Project

Cllr Aldersley advised that he was unable to respond to this consultation before the deadline.

7. To Accept a Report from County and District Councillors

For Cllr Murphy & Cllr Garvie report see website at www.drydraytonpc.org.uk.

Cllr Aldersley brought **Item 9.8** forward and agreed for a member of the public to speak and provide details of the community chest project application for £500.00 that they have made for a community herb garden. RESOLVED ^(Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) that a letter of support should be produced for the South Cambs District Council grant application for a community herb garden. *Action – Resident to check the public liability insurance that the church has.*

8. To Discuss Planning Matters

a. Applications received for consideration

- 24/03518/HFUL - 49 Park Street Dry Drayton Cambridgeshire CB23 8DA - Two storey side extension – comments by 11th October 2024**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Pyle, unanimous) that DDPC support this application with a comment included that traffic management needs to be a crucial part of the proposal because as well as the school traffic at the beginning and end of the day, there will be traffic in the cul-de-sac throughout the day for school deliveries and residents accessing their homes etc.

ii. **24/03370/FUL - Land West Of Casa D Foseta St Neots Road Dry Drayton - Erection of 4 self-build dwellinghouses (Plots 3, 4, 5 and 6) – comments by 23rd October 2024**

RESOLVED (Prop Cllr Houlihane, 2nd Cllr Granger, unanimous) to support this application with a comment that the biodiversity report should be updated.

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

9. **Matters for discussion/correspondence received**

9.1 **To acknowledge and note the resignation of Cllr David Smith and advertising of councillor vacancy**

Cllr Aldersley received written resignation from Cllr David Smith from his position of councillor and this was acknowledged and noted by DDPC, the vacancy was advertised on 3rd October 2024.

9.2 **To discuss the LHI 25/26 Round Expression of Interest Survey (South) – interest to be sent by 11th October 2024**

It was agreed by the councillors to register an interest for applying for a crossing on Oakington Road.

9.3 **For information – Update email on Fens Reservoir surveys - Sep 2024 – phase 2 consultation closed on 9th August 2024**

9.4 **To discuss issues with flooding on Park Lane and email from resident in relation to the issues**

Covered under **Item 6.1.**

9.5 **To discuss the issuing of rental agreements and invoices for Dry Drayton allotments including queries from plot holders in relation to this**

The clerk confirmed that she has now issued rental agreements and invoices to all plot holders. DDPC answered the rental agreement queries, clerk to email responses to plot holders.

9.6 **For information - South Cambs District Council - Local Climate Action Conference 2024 – 19th November 11 am-3pm**

9.7 **For information – South Cambs District Council – Statutory Youth Survey – closing date 25th October 2024**

9.8 **To discuss a request from residents to support an application to South Cambs District Council for a Community Herb Garden in the churchyard**

Covered under **Item 7.**

9.9 **To note email from Dry Drayton Primary School in relation to parking issues outside school**

Councillors noted the email in relation to parking issues outside of Dry Drayton Primary School and hope the situation will improve with the successful LHI application for the 2024/25 round.

10. **Consultations**

10.1 **Cambridgeshire and Peterborough Combined Authority (CPCA) bus franchising consultation – comments by 20th November 2024**

Action – Cllr Al-Baqir to attempt to condense the consultation document before the next meeting.

11. **Finance and Policy**

a. **To accept account review to date and bank reconciliation**

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) to accept the bank reconciliation (See Appendix 1) and accounts.

b. To advise of payments received between 1st September 2024 and 30th September 2024

- i. Interest from Unity Trust Savings Account - £327.87
- ii. Allotment rental for 4 x half plots - £48.00

c. Payments made between 1st September 2024 and 30th September 2024

- i. PKF Littlejohn – External Audit Fee - £252.00
- ii. Brookfield Groundcare – Cut 5 of 10 - £360.00
- iii. ICO – Data Protection Registration - £35.00
- iv. Zurich Insurance – Annual Insurance Premium - £396.00
- v. PKF Littlejohn LLP – External audit fee - £252.00
- vi. SSE – Streetlighting Energy - £6.30
- vii. S Etherington-Meech – Clerks Expenses/Pension (Period 5 & 6) - £69.35
- viii. Unity Trust Bank – Bank Service Charge - £18.00

d. Scheduled payments and payments to hand

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

- i. S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 6) - £799.36
- ii. HMRC – Clerks Tax and NI (Period 6) - £12.08
- iii. Brookfield Contracting – Grass Cutting – Cut 6 of 10 - £360.00
- iv. CAPALC – Annual Conference Attendance for Clerk - £75.00
- v. Dry Drayton Village Hall – Hall Hire for 3 hours on 8th Oct 2024 - £24.00

e. To consider adopting a biodiversity policy

The councillors agreed that they have considered adopting a biodiversity policy. They confirmed unwritten measures taken in relation to biodiversity include: no mow May, the parish church has a bronze award from the Wildlife Trust and a silver Eco-Church Award from A Rocha, reducing energy consumption with Go Wilding, creation of a community herb garden and the Edwards Woodland.

12. To accept notices and matter for the next agenda

- Budget
- Replacement batteries for MVAS

13. Date and time of next meeting – Tuesday 5th November 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 8.42pm

Signed.....Chairman

Date.....

Appendix 1

DRY DRAYTON PARISH COUNCIL
September 2024 Year End Bank Reconciliation

	£
Unity Trust Current Account on 31 st August 2024 Unity Trust Instant Access account 31 st August 2024 Total:	£1,760.74 £46,747.66 £48,508.40
<u>Less</u> payments presented from 1 st September 2024 to 30 th September 2024 3 online payments, 3 direct debits, 1 standing order, 1 bank fee	£1,136.65
<u>Plus</u> , receipts presented from 1 st September 2024 to 30 th September 2024 2 receipts and interest payment received	£375.87
Closing Unity Trust Current account on 30 th September 2024 Closing Unity Trust Savings account on 30 th September 2024 Total:	£2,172.09 £45,575.53 £47,747.62
<u>Less outstanding payments not yet subtracted</u> <ul style="list-style-type: none"> • Clerks Salary/Overtime/Expenses (Period 6) - £799.36 • HMRC – Clerks Tax/NI - £12.08 	
Balance carried forward on 30th September 2024	£ 46,936.18
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 October 2024