

**Draft until signed**  
**Minutes of Dry Drayton Parish Council (DDPC) Meeting**  
**Tuesday 5<sup>th</sup> November 2024 at 7.00pm, at Dry Drayton Village Hall, High Street, Dry Drayton**  
**CB23 8BS**

**Present:** Cllr S Aldersley (Chairman), Cllr E Baqir (Councillor), 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), Cllr Stobart (District Councillor), 1 member of the public

**1. To Accept Apologies for Absence**

All councillors were present. No apologies for absence.

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

Cllr Baqir declared a pecuniary interest in **Item 7. b) i) Decisions received from South Cambs District Council** due to the application being for herself.

**3. To Agree to hold a Public Forum**

There were no items raised by the public.

**4. To Approve the Minutes of the Parish Council Meeting held on Tuesday 8<sup>th</sup> October 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.

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

**5.1 Update on Highways issues (EM)**

Cllr Murphy advised that she has included some updates in her report and in terms of items in 5.1 she has reported these matters in order to get them into the work stream for the Local Highway Officer (LHO) to assess.

**i. Concerns over road surface on Park Street (inc. lorry traffic)**

**ii. Repainting of faded lines at Dry Drayton Primary School**

Cllr Murphy and Cllr Aldersley advised that they attended a meeting with Highways, road safety, advocates for school streets and representatives of the school at Dry Drayton Primary School on Monday 4<sup>th</sup> November 2024. They discussed this matter and also the successful Local Highways Initiative (LHI) application for parking restrictions outside of school. Feedback is as follows:

- It was raised that it is a tight space in front of the school, and it is quite difficult to say what the right solution is, not easy to know how to navigate this, the turning circle at the end of the road is not marked out.
- As part of the LHI and also plan for the parish, it is important to try to join up needs and create a solution for access to the school by using a parking area away from the school (e.g., by the church) by having a crossing across Park Street.
- Highways (Donald O'Shea) has been tasked to carry out an assessment of what is possible, looking at the school requirements, access to the school, parking issues by the school, parking away from the school but with a safe way for children to cross Park Street. Feedback should be received in December if not January.
- Possible LHI funding for a crossing was raised which would cost in excess of £20K. Justification for this and possible funding would depend on the size of the village and levels of traffic, and it was suggested by the road safety representative that Dry Drayton could be too small.
- Cllr Granger raised spending of Section 106 monies and Cllr Aldersley advised that there are two sets of actions for DDPC to explore. Firstly, traffic calming (which a crossing could help with) and secondly finding

alternative parking spaces for school traffic. DDPC could consider using the Northstowe Phase 1 Section 106 monies for a crossing and LHI application for traffic calming at Scotland Farm.

- Cllr Granger still believes some traffic calming is needed on Oakington Road. Cllr Aldersley said that following a meeting with the LHO in the summer some surfacing works were carried out, but several other areas that need attention are outstanding. It was highlighted how dangerous the footpath from Trinity Stables onwards is. A resident has raised the lack of action in this part of the village with Cllr Aldersley who agrees it is an area where an accident is waiting to happen. The resident has written to Cllr Murphy who said she is grateful this matter has been raised with her.
- Cllr Murphy advised that the school will carry out a survey to assess how people get to school to feed into the assessment which is to be carried out by Donald O'Shea.
- It was advised that the ditch from Park Street to Park Lane appears to be working but there is a section along Park Lane that needs more maintenance or creation of a ditch, assuming there was one there in the past. Existing gullies may require maintenance.

Cllr Murphy advised with all the other outstanding highways matters she has either not heard or is awaiting information. She is making progress with the Director of Highways and will put the matters to him and forward any responses to DDPC, namely:

- iii. **Repair of broken fence at 'The Drift'**
- 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**
- 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**
- viii. **Update from Kerry Allen in relation to the proposed link for an NMU to Scotland Farm hub**
- 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**

Restrictions have been made permanent.

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

Cllr Garvie advised that the consultation has been extended to 3<sup>rd</sup> January 2025.

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

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

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

Cllr Aldersley advised that Highways have now opened a consultation for this project (Item 8.1). Cllr Aldersley has raised that the consultation did not appear to be exactly what was in the application, as DDPC requested two 40mph buffer zones on Oakington Road and Scotland Road, and Scotland Road on both sides of the Scotland Farm section of the village. **Action – Cllr Murphy to investigate this concern.**

**5.5 Update on successful 2024/25 LHI application for parking restrictions outside school (SCA)**

Covered under **Item 5.1 ii).**

- 5.6 To source Perspex for resident to repair High Street noticeboard and Cllr Aldersley to provide a key (EP)**  
Cllr Pyle now has the key and will arrange for the repair to be carried out.
- 5.7 To chase Brookfield Groundcare in relation to the overgrown area in Park Lane (SEM)**  
Clerk advised that there has still been no response and is to send another email.
- 6. To Accept a Report from County and District Councillors**  
The District & County Councillor reports were accepted. Copies can be viewed at [www.drydraytonpc.org.uk](http://www.drydraytonpc.org.uk).
- 7. To Discuss Planning Matters**
- a. **Applications received for consideration** – no applications received
  - b. **Decisions received from South Cambs District Council**
    - i. **24/03069/FUL - 67 Pettitts Lane Dry Drayton Cambridgeshire CB23 8BT - Change of use from public amenity (highway) to private residential land together with new gated entrance – Application permitted**  
Cllr Stobart requested to speak at the beginning of this item. The Chairman authorised this request and Cllr Baqir left the meeting. Cllr Stobart highlighted the concern that DDPC had raised in relation to this application and the loss of a public amenity and raised how the application would remove access by closing a right of way. Cllr Aldersley raised that it is valuable for DDPC to understand the mechanism and process for the decision and to confirm if the management of right of way lies with Cambridgeshire County Council.
- 8. Matters for discussion/correspondence received**
- 8.1 For information – Public consultation for 2023/24 LHI application for proposed 40mph speed limit buffers on Oakington Road and Scotland Road, Dry Drayton – Open from 16/10/24 to 07/11/24**
  - 8.2 For information – Cambridgeshire County Council – 2<sup>nd</sup> weed spray due 11<sup>th</sup> November 2024**
  - 8.3 For information – email from Bridget Smith in relation to ‘...help shape Cambridgeshire District Council Plans’ – ended 29<sup>th</sup> October 2024**
  - 8.4 To discuss the details sent from Speedwatch in relation to the purchase of MVAS battery replacements**  
Cllr Houlihane confirmed that the batteries are definitely on their way out, and he will measure the other two next week. **RESOLVED** (Prop Cllr Aldersley, 2<sup>nd</sup> Cllr Pyle, unanimous) for Speedwatch to purchase up to four new batteries as detailed in the details sent over to the clerk.
  - 8.5 To discuss queries received in relation to the allotment agreement and allotment management inc, ponds**  
The clerk advised that an allotment holder has a small pond and requested confirmation as to whether it should be filled in following receipt of the new allotment agreement. Councillors raised concerns over it being a drowning risk for children and wildlife. **Action** – Clerk to contact the plot holder to request action is taken to prevent drowning and to make sure it is safe for children and wildlife.  
Cllr Aldersley advised that he has been unable to drop off the gift card or pick the files up from the retired warden due to illness.  
Cllr Aldersley commented that concerns have been raised in relation to cutting of the grass at the entrance and the communal areas of the allotments. **Action** – It was agreed for the clerk to contact Brookfield Groundcare to request a quotation for cutting the grass at the entrance and common parts of the allotments. **Action** – Clerk to contact the plot holder to advise payment and agreement is still outstanding and if not had a response by the beginning of December the right to the plot will be forfeited. **Action** – Cllr Aldersley to advertise the current plot vacancies in the next newsletter.
  - 8.6 To provide an update following meeting with Dry Drayton Primary School and Highways on 4<sup>th</sup> November 2024 (Cllr Aldersley)**

Covered under **Item 5.1 ii)**.

- 8.7 To confirm SCDC advising that no election called for vacancy following the resignation of Cllr Smith and discuss any applications received for co-option for the vacancy**

*Action – Cllr Aldersley to mention this in the next newsletter.*

- 8.8 To discuss email received from S&VA in relation to a Highways Social Value & Community Fund (Black Cat to Caxton Gibbett) – with potential application for a bike path**

Cllr Aldersley said he was wondering whether it was worthwhile trying to get financial support for the NMU through this scheme, Cllr Stobart said it is worth a try. Cllr Aldersley to email David Allatt about this scheme and whether funding maybe granted for the NMU. **Action – Cllr Aldersley to contact S&VA and advise of action to be taken and Cllr Stobart to speak to Cllr Murphy and see if it can make a connection with the NMU.**

- 8.9 To discuss feedback/action from meeting with previous Local Highways Officer and resident concern raised over lack of action**

Covered under **Item 5.1**.

- 8.10 For information – Notification of works on A14 westbound junctions 24 to 22 – bridge joint repairs for one night on 19<sup>th</sup> November 2024**

## **9. Consultations**

- 9.1 Cambridgeshire and Peterborough Combined Authority (CPCA) bus franchising consultation – comments by 20<sup>th</sup> November 2024**

*Action – Cllr Stobart to feedback that DDPC are finding this difficult to provide feedback and the councillors are to provide individual responses with affiliation to DDPC.*

- 9.2 For information - A proposed reservoir in the Fens – Environmental Impact Assessment (EIA) scoping report - EIA Scoping and Consultation and Regulation 11 Notification – comments by 21<sup>st</sup> November 2024**

The councillors agreed no comments are needed for this consultation.

## **10. Finance and Policy**

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

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

- b. To advise of payments received between 1<sup>st</sup> October 2024 and 30<sup>th</sup> October 2024**

- i. Allotment Plot Rentals (remaining rents paid, one payment outstanding) - £204.00

- c. Payments made between 1<sup>st</sup> October 2024 and 30<sup>th</sup> October 2024**

- i. SSE Energy – Streetlighting Energy (5 payments between 01/10/24 & 07/10/24) - £31.08

- ii. S Etherington-Meech – Clerks Salary/Overtime/Expenses/Pension (Period 6 & 7) - £1668.27

- iii. HMRC – Clerks Tax and NI for (Period 6) - £12.08 & (Period 7) - £11.88

- iv. Brookfield Contracting – Grass Cutting – Cut 6 of 10 - £360.00 & Cut 7 of 10 - £360.00

- v. CAPALC – Annual Conference Attendance for Clerk - £75.00

- vi. Dry Drayton Village Hall – Hall Hire for 3 hours on 8<sup>th</sup> Oct 2024 - £24.00 & 5<sup>th</sup> Nov 24 - £24.00

- vii. The National Allotment Society – Annual Membership Fee - £66.00

- d. Scheduled payments and payments to hand**

- e. To consider and review the draft budget**

The clerk presented the draft budget so far. It was agreed that the Clerk and Chairman would draw up draft figures for discussion at the December meeting.

- f. To note change of interest rate on savings account from 2.75% to 2.60% from 5<sup>th</sup> November 2024**

The change of interest rate was noted by the councillors.

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

- a. Consultation on remote attendance and proxy voting
- b. LHI application 2025/26 – 10<sup>th</sup> January 2025

**12. Date and time of next meeting – Tuesday 3<sup>rd</sup> December 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 confirm details of the agreed Local Government Pay Agreement for 2024/25 and backpay due to clerk**

In confidential minutes.

Meeting closed at 8.45pm

Signed.....Chairman

Date .....

DRAFT

Appendix 1

**DRY DRAYTON PARISH COUNCIL**  
**October 2024 Year End Bank Reconciliation**

	<b>£</b>
Unity Trust Current Account on 31 <sup>st</sup> September 2024 Unity Trust Instant Access account 31 <sup>st</sup> September 2024 <b>Total:</b>	£2,172.09 £45,575.53 <b>£47,747.62</b>
<u>Less</u> payments presented from 1 <sup>st</sup> October 2024 to 31 <sup>st</sup> October 2024 <i>9 online payments, 6 direct debits, 1 standing order, 1 bank fee</i>	£2,637.71
<u>Plus,</u> receipts presented from 1 <sup>st</sup> October 2024 to 31 <sup>st</sup> October 2024 <i>9 receipts and no interest payment received</i>	£204.00
Closing Unity Trust Current account on 31 <sup>st</sup> October 2024 Closing Unity Trust Savings account on 31 <sup>st</sup> October 2024 <b>Total:</b>	£1,238.38 £44,075.53 <b>£45,313.91</b>
<u>Less outstanding payments not yet subtracted</u>	
<b>Balance carried forward on 31<sup>st</sup> October 2024</b>	<b>£ 45,313.91</b>

<b>Notes:</b> As of December 2023, outstanding Section 106 monies to be spent:
<ul style="list-style-type: none"> <li>• Traffic Calming - £45,125.00 (held by Highways)</li> </ul>

*Sarah Etherington-Meech*

RFO

4<sup>th</sup> November 2024