

**Draft until signed**  
**Minutes of Dry Drayton Parish Council (DDPC) Meeting**  
**Tuesday 7<sup>th</sup> January 2025 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)

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

**Attending:** Cllr Garvie (District Councillor), Cllr E Murphy (County Councillor), Cllr Stobart (District Councillor), 2 members of the public

Cllr Houlihane (Vice-Chairman) chaired the meeting in the absence of Cllr Aldersley (Chairman)

**1. To Accept Apologies for Absence**

Apologies were received and accepted for Cllr Aldersley & Cllr Baqir (both absent due to personal commitments).

**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 advised that after liaising with the Chair of the Village Hall Management Committee they are to discuss at their February meeting grant funding for solar panels (in relation to Item 5.12). In relation to this matter, Cllr Stobart highlighted the deadline for the Net Zero Village Grant of 16<sup>th</sup> January 2025 and also raised the Net Zero Carbon Communities Grant that is potentially due to open for applications in February.

Another member of the public raised concerns (in relation to Item 8.10) with reporting a highways issue. They advised that issues have been signed off as done by Highways on their reporting tool. However, the works have not been completed, and they wanted to know why. Cllr Murphy explained that matters are marked as done when the works are ordered, but there may be a time delay before works are completed. Cllr Murphy requested that the resident emailed her the details.

It was also raised by the public that plans for East West Rail look as if they may affect Dry Drayton by discharging water into Callow Brook. The councillors advised that they were unaware of this. **Action** – Councillors are to review the document and decide if an extraordinary meeting is required to discuss this matter before the end of January 2025. Cllr Garvie advised that she will be attending a conference in relation to this matter and can put forward comments on behalf of DDPC.

**4. To Approve the Minutes of the Parish Council Meeting held on Tuesday 3<sup>rd</sup> December 2024**

RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) that the minutes of the meeting 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 Update on Highways issues and casework update from meeting with LHO (EM)**

Cllr Murphy circulated a casework update to the councillors and clerk following a meeting with the Local Highways Officer.

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

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

It was discussed how this could potentially be part of an LHI application.

**iii. Repair of broken fence at 'The Drift'**

**iv. To enquire if footpath with access to Long Lane from Pettitt's Lane can have signage**

**v. Update on repairs to Pettitt's Close following damage caused by Swifts Close development**

Cllr Murphy advised that she is still chasing this matter and will endeavour to close this before the next meeting.

- vi. **Update from David Allatt (CCC) in relation to the NMU land transfer**
- vii. **Update from Kerry Allen in relation to the proposed link for an NMU to Scotland Farm hub – clerk (SEM) to arrange a meeting for councillors to meet with Kerry Allen following further discussions**

Cllr Murphy and the clerk are to arrange a meeting for the New Year.

- viii. **Urgent rotten handrail repair on fields off Cottons Field that leads to Butchers Lane**

**5.2 To seek advice on best approach for successful bid for Highways Social Value & Community Fund (EM)**

Cllr Murphy has written to say that she would support a bid from DDPC. Cllr Murphy is now awaiting a member of staff to advise on the best approach for a bid.

**5.3 Follow up for more details of the plans for Park & Ride/ Travel Hub at Scotland Rd (EM/RS)**

Cllr Murphy and Cllr Stobart spent time in the Christmas break going through the technical reports relating to C2C and the Park& Ride/Travel Hub. They had a meeting with Jo Baker at the Greater Cambridge Partnership (GCP) which was helpful and helped them to put together a set of responses whereby they have tried to reference the technical document and challenge the thinking. The councillors have reviewed the responses and were happy for Cllr Murphy to send them and for the response to be on record.

**5.4 To send a link for Section 106 agreement and to clarify what is allowed with Section 106 spending (RS)**

Cllr Stobart is to forward the link to councillors for the Section 106 agreement. The Section 106 Officer at South Cambs District Council (SCDC) sent the action for this matter to Tam Parry at Cambridgeshire County Council (CCC) and they have confirmed that anything that slows traffic can be included as traffic calming which Section 106 monies can be spent on. **Action** – Cllr Stobart to provide Cllr Aldersley with a link to Tam Parry at CCC.

**5.5 Update on Luton Airport Stacking Consultation – extended to 3<sup>rd</sup> January 2025 (RELAS) & JG to investigate further published extension plans (RS/CG/JG)**

Cllr Granger confirmed that due to changes with the Secretary of State the consultation deadline has now been extended to mid-April 2025 and the extension plan is to increase from a capacity of 18 million to 32 million.

**5.6 To investigate funding and efficacy of solar powered option for abandoned streetlight between Pettitt's Lane & High Street (RS)**

Cllr Stobart said that after some discussions with SCDC he feels that this project would not fall within the criteria for the Net Zero Village Grant but could potentially meet criteria for the Net Zero Carbon Communities Grant mentioned in the public forum.

**Action** – Cllr Stobart to send DDPC a summary of investigations and to further source details of anyone who may have used them and their operating experience.

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

This is an ongoing issue.

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

This is an ongoing issue.

**5.9 Update on successful 2024/25 LHI application for parking restrictions outside school inc. email from Ross Lewis with LHI design plan (EM/SCA)**

Cllr Granger highlighted that Cllr Aldersley mentioned a survey was circulated by Dry Drayton Primary School for which the school only returned today. **Action** – To follow up with school headteacher to see response to the survey.

**5.10 To arrange for resident to repair Perspex in High Street noticeboard (EP)**

Now the Christmas break is over Cllr Pyle will contact the resident.

**5.11 To chase Brookfield Groundcare in relation to the overgrown area in Park Lane and request costings for including the entrance of the allotments in the grass cutting rota (SEM)**

The clerk confirmed that she has emailed and left messages numerous times with no response. Clerk to continue to chase.

**5.12 To send details to the Village Hall Management Committee re: SCDC Net Zero Grant for green energy funding (SEM)**

This item was covered by a member of the public in the public forum.

**5.13 To submit statement for GCP application for Transport and Work Act Order to Dft (TSH)**

This item has been resolved, to be removed from the outstanding matters.

**5.14 Update on application for SCDC Six Free Trees (SEM)**

The clerk advised the trees have been ordered following instructions at the last parish council meeting and will be delivered as agreed to a resident.

**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**

- i. **24/04553/PRIOR - Scotland Farm Scotland Road Dry Drayton - Installation of 111 No. 450w Solar Photovoltaic (PV) panels to the East and West sides of a shallow pitched roof of an existing agricultural building – comments by 10<sup>th</sup> January 2024**

RESOLVED (Prop Cllr Granger, 2nd Cllr Pyle, unanimous) to support this application.

- ii. **22/03729/NMA2 - Dry Drayton Methodist Church Park Street Dry Drayton Cambridgeshire CB23 8DA - Non material amendment of planning permission 22/03729/FUL for alterations to windows – Application withdrawn**

**b. Decisions received from South Cambs District Council**

- i. **24/03518/CONDA - 49 Park Street Dry Drayton Cambridgeshire CB23 8DA - Submission of details required by condition 7 (Traffic Management Plan) of planning permission 24/03518/HFUL – Discharge condition in full**

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

**8.1 For information - email received from Principal Transport Officer at Cambridgeshire County Council in relation to spending of Northstowe Section 106 monies for zebra crossings and other measures to slow traffic**

The councillors agreed that they would all be in favour of this matter.

**8.2 To discuss email received from Ross Lewis at Highways in relation to suggestions for application routes to apply for a crossing in Park Street and the use of Northstowe S106 monies for a Privately Funded Highways Initiative application**

Cllr Murphy is to contact Ross Lewis and discuss this matter.

**8.3 To discuss applying for the LHI 2025/26 funding round – applications by 10<sup>th</sup> January 2025**

RESOLVED (Prop Cllr Houlthane, 2nd Cllr Granger, unanimous) that no application will be made for this LHI round as there is not enough time to complete an application.

**8.4 To discuss email from Cllr Murphy in relation her attendance at Greater Cambridge Partnership (GCP) meeting with Jo Baker updating on the Scotland Road Travel Hub**

Covered under **Item 5.3**. Cllr Garvie and Cllr Stobart were also attendance at the meeting with Jo Baker.

**8.5 Update on management of allotments (inc. rental charges), responses to queries raised by plot holders, payment for plots and unreturned rental agreements**

**Action** – clerk to send a letter to allotment holders who have not returned their agreements or/and maintained their allotments.

**8.6 For information - New Police and Crime Plan for Cambridgeshire & Peterborough**

**8.7 To discuss applications for South Cambs Net Zero Villages grant – applications by 26<sup>th</sup> January 2025 – consider applying for solar powered streetlight**

Cllr Stobart advised that he believes the budget limit for this grant is set at a minimum of £20K and DDPC should consider the Zero Carbon Communities grant instead.

**8.8 For information - County Council Community Energy Action Plan Published**

**8.9 For information – Dates for South Cambs District Council - Northwest & West Community Forums – 26<sup>th</sup> February 2025 & 15<sup>th</sup> October 2025 – held at Storeys Field Centre**

**8.10 For information – email from resident in relation to outstanding Highways issues – sink hole along Callow Brook, railings along Madingley Rd at the end of Callow Brook in poor condition and gates and stiles around pathways are rotten or breaking in many places**

The Vice-Chairman authorised the member of public that sent the email to speak at this point. The resident confirmed that they have reported all the issues on the Highways reporting tool. The resident agreed for their email to be forwarded to Cllr Murphy for her to investigate.

**9. Consultations**

**9.1 East West Rail – Third launch of non-statutory consultation 14 November 2024 to 24<sup>th</sup> January 2025**

Councillors discussed comments in relation to this matter which Cllr Granger noted.

**Action – Cllr Granger to collate comments and circulate them to the councillors.**

RESOLVED (Prop Cllr Houlihane, 2nd Cllr Granger, unanimous) that Cllr Granger will submit comments for this consultation once the action above has been completed.

**9.2 Stapleford & Great Shelford Neighbourhood Plan Consultation – comments by 12<sup>th</sup> February 2025**

The councillors agreed that no comments were to be made for this consultation.

**9.3 Greater Cambridge Supplementary Planning Documents Consultation – comments by 24<sup>th</sup> January 2024**

The councillors agreed that no comments were to be made for this consultation.

**10. Finance and Policy**

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

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

**b. To advise of payments received between 28<sup>th</sup> November 2024 and 31<sup>st</sup> December 2024**

**i. Allotment Fee for half plot - £12.00**

**c. Payments made between 28<sup>th</sup> November 2024 and 31<sup>st</sup> December 2024**

**i. VisionICT – Email hosting for Cllr Baqir - £16.00**

**ii. Dry Drayton Village Hall – Hall Hire for 3 hrs on 3rd December 2024 - £24.00**

**iii. Brookfield Groundcare – Grass Cut 8 of 10 - £360.00**

**iv. Bank service charge - £6.00**

**v. HMRC – Clerks Tax for Periods 8 & 9 - £122.20**

**vi. S Etherington -Meech - Clerks salary/backpay/expenses/pension (Periods 8 & 9) - £1,920.43**

**vii. Dry Drayton Village Hall – Hall Hire for 7<sup>th</sup> January 2025 for 3 hours - £24.00**

**d. Scheduled payments and payments to hand**

RESOLVED (Prop Cllr Houlihane, 2nd Cllr Granger, unanimous) that payments to hand should be made.

**i. CAPALC – Code of Conduct Training for Cllr Baqir - £40.00**

**e. To consider and approve the budget and precept requirement – precept request to be submitted by 31<sup>st</sup> January 2025**

RESOLVED (Prop Cllr Pyle, 2nd Cllr Granger, unanimous) that the final version of the budget circulated at the meeting be finalised and approved (See Appendix 2) and precept requirement submitted for £24,500.

**f. To discuss purchase of new laptop for the clerk inc. shredder!**

The clerk advised that she also requires a shredder. Cllr Houlihane advised the councillors of a suitable laptop he had found for the clerk, and as it is lower than the budget allocated for IT equipment the councillors agreed to purchase a shredder also. **RESOLVED** (Prop Cllr Houlihane, 2nd Cllr Granger, unanimous) for Cllr Houlihane to proceed with the purchase of the laptop and to also purchase a shredder for £100 or less for the clerk.

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

- To arrange clerk’s annual appraisal
- Review allotment details
- LHI/Traffic issues to be tidied up
- Appointment of Internal Auditor

**12. Date and time of next meeting – Tuesday 4<sup>th</sup> February 2025 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 for exclusion of the public or press

Meeting closed at 8.30pm

Signed.....Chairman

Date.....

Appendix 1

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

	<b>£</b>
Unity Trust Current Account on 31 <sup>st</sup> October 2024 Unity Trust Instant Access account 31 <sup>st</sup> October 2024 <b>Total:</b>	£1,238.38 £44,075.53 <b>£45,313.91</b>
<u>Less</u> payments presented from 1 <sup>st</sup> November 2024 to 31 <sup>st</sup> December 2024 <i>12 online payments, 3 direct debits, 2 standing orders, 2 bank fees</i>	£2,882.05
<u>Plus,</u> receipts presented from 1 <sup>st</sup> November 2024 to 31 <sup>st</sup> December 2024 <i>3 receipts and 1 interest payment received</i>	£707.55
Closing Unity Trust Current account on 31 <sup>st</sup> December 2024 Closing Unity Trust Savings account on 31 <sup>st</sup> December 2024 <b>Total:</b>	£2,780.83 £40,358.58 <b>£43,139.41</b>
<u>Less outstanding payments not yet subtracted</u>	
<b>Balance carried forward on 31<sup>st</sup> December 2024</b>	<b>£ 43,139.41</b>

<b>Notes:</b> As of December 2024, 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

5<sup>th</sup> January 2025

## Appendix 2

### 2025/26 Budget Figures

<b>Expenditure Breakdown</b>	<b>2024/25 Budget Figures</b>	<b>2025/26 Budget Figures</b>
Staff costs	£11,213	£12,613
Admin & Training	£3,455	£3,050
Community Services	£1,000	£1,000
Utilities	£500	£550
Parish Asset Maintenance	£5,340	£5,910
<b>Total Expenditure</b>	<b>£21,508</b>	<b>£23,123</b>
<b>Total Income</b>	<b>£25,615</b>	<b>£26,719</b>
<b>Precept requirement</b>	<b>£23,000</b>	<b>£24,500</b>