

Draft until signed
Minutes of Dry Drayton Parish Council (DDPC) Meeting
Tuesday 4th February 2025 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)

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

Attending: Cllr Garvie (District Councillor), Cllr E Murphy (County Councillor), 7 members of the public

1. To Accept Apologies for Absence

Apologies accepted from Cllr Pyle (absent due to illness) and Cllr Baqir (absent due to a personal commitment). Cllr Stobart sent an apology for absence.

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

Cllr Granger declared a non-pecuniary interest in Item 8.2 due to living in close proximity to Dry Drayton Primary School. It was agreed that she would contribute to the item, as she was one of only three councillors present for the meeting and making the council quorate.

3. To Agree to hold a Public Forum

The Chairman agreed to bring forward items 5.9 & 8.4 to be discussed during the public forum.

A member of the public raised an area of grass that is opposite the end of Oak Crescent that has not been tended to and where broken street furniture and rubbish is also located. **Action – The clerk is to send the exact location of this area to Brookfield Groundcare for their attention.**

In relation to Item 5.9 the resident who has received the trees discussed their locations which included the village green, the end of the High Street and Dry Drayton Primary School. RESOLVED (Prop Cllr Granger, 2nd Cllr Houlihane, unanimous) that they agree to the locations put forward by the resident.

A resident who checks the defibrillator advised that the battery and pads need replacing as a matter of urgency as they expire at the end of the month. It was advised that the Chairman and Clerk will arrange to purchase these as soon as possible, and that this item should be included in future budgets as they need replacing every 3 years.

A number of residents were in attendance to highlight their concerns over the recent increase in burglaries in the village. They would like to investigate a community initiative with support from the parish council also. Some ideas were raised in relation to cameras and traffic calming. The village Neighbourhood Watch Co-ordinator raised how they approached the parish council in 2017 in relation to cameras together with consideration of their location and how to support them. They advised that this would, therefore, have to be carefully considered by a community initiative. A community meeting has just been arranged for Thursday 6th March at 7pm at Dry Drayton Primary School whereby Neighbourhood Watch, the police and Bobby Scheme will be in attendance.

The Chairman extended the public forum until 7.51pm to cover the items above.

4. To Approve the Minutes of the Parish Council Meeting held on Tuesday 7th January 2025

RESOLVED (Prop Cllr Houlihane, 2nd Cllr Granger, 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 Casework update for Highways issues (EM)

Cllr Murphy advised that there has been some progress which is reported in between meetings. She is not in a position to report any further progress at present but is working on it.

- 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'**
 - iv. **To enquire if footpath with access to Long Lane from Pettitts Lane can have signage**
 - v. **Update on repairs to Pettitts Close following damage caused by Swifts Close development**
 - 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**
 - viii. **Urgent rotten handrail repair on fields off Cottons Field that leads to Butchers Lane**
 - ix. **Sink hole along Callow Brook, railings along Madingley Rd at Callow Brook end and poor condition of gates and stiles around pathways**
It was advised that when dry, PX Farms will fill in the sink hole.
- 5.2 Seek advice on best approach for Highways Social Value & Community Fund bid (EM)**
It was advised that there is nothing to report at present.
- 5.3 Update of plans for Park & Ride/ Travel Hub at Scotland Rd and to arrange a meeting with Kerry Allen in relation to the proposed link for a NMU to Scotland Farm hub (EM/RS/SEM)**
There was no update on this matter
- 5.4 To send a link for Tam Parry and Section 106 agreement (RS)**
This action has been completed
- 5.5 Update on Luton Airport Stacking Consultation – extended to mid-April 2025 (RELAS) (RS/CG/)**
There are no updates on this matter at present
- 5.6 To investigate funding, efficacy and operating experience of solar powered streetlights (RS)**
This is an ongoing matter
- 5.7 Review of Training Statement of Intent and Dignity at Work Policies (SCA)**
This is an ongoing matter
- 5.8 Update on 2023/24 LHI Application for speed limit buffers (SCA)**
There was no update on this matter
- 5.9 Update on receipt of Six Free Trees from SCDC (SEM/Resident)**
This item was covered in the public forum
- 5.10 To arrange for resident to repair Perspex in High Street noticeboard (EP)**
This is an ongoing matter
- 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)**
Action – Clerk is to resend the grass cutting plan highlighting where is to be cut including the section at the north side at the end of Park Lane and to request a quote for the allotments entrance and a one-off quote for trimming hedges on Park Lane.
- 5.12 Clerk to send a letter to allotment holders who have not returned their agreements or/and maintained their allotments (SEM)**
This is an ongoing matter
- 5.13 Draft, circulate and submit comments for East West Rail non-statutory consultation (JG)**
This item has been actioned.
- 6. To Accept a Report from County and District Councillors**
The County and District Councillor reports were accepted, please see www.drydraytonpc.org.uk for a copy of reports.
- 7. To Discuss Planning Matters**
- a. **Applications received for consideration**

- i. **25/00037/REM - Land Adj 3 Old Rectory Drive Dry Drayton - Reserved matters application for the approval of appearance, landscaping, layout and scale following outline planning permission 22/03352/OUT (Outline planning application with all matters reserved other than access for the erection of a single dwelling) – comment by 5th February 2025**
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous) that no comments are required for this application.
 - ii. **22/03352/CONDA - Land Adj 3 Old Rectory Drive Dry Drayton - Submission of details required by conditions 5 (ecology enhancement), 6 (biodiversity net gain plan), 7 (great crested newt survey), 10 (arboricultural impact assessment and arboricultural method statement and tree protection strategy), 13 (energy statement) and 14 (water efficiency specification) of outline planning permission 22/03352/OUT – Information only**
 - b. **Decisions received from South Cambs District Council - no decisions received**
- 8. **Matters for discussion/correspondence received**
 - 8.1 **To discuss the Cambridgeshire and Peterborough Combined Authority Tiger on demand bus service expansion to South Cambridgeshire**
No discussion took place in relation to this matter.
 - 8.2 **To discuss the listing of LHI and traffic issues including the following in relation to the 2024/25 LHI application:**
 - a. **Cambridgeshire County Council proposals for the scheme**
 - b. **Dry Drayton Primary School response to scheme proposals and also the school survey that was circulated**
 - c. **Review the confirmation of costs for a Zebra Crossing from Ross Lewis at Highways**
 - d. **Spending of S106 monies allocated from Northstowe Development for traffic calming**

A discussion took place in relation to the matters above and it was RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous) to proceed with the proposal sent today by Ross Lewis at Highways for the 2024/25 LHI application and that Cllr Aldersley would confirm this. It was also agreed that the entire project needed further engagement from all stakeholders and had to be costed fully before proceeding further.
 - 8.3 **To discuss 2025/26 20mph speed limit application – closes 28th March 2025**
Action – Clerk to send link to Cllr Aldersley to consider adding in more details and recent activity for the application.
 - 8.4 **To discuss Neighbourhood Watch and The Bobby Scheme following crime within the village**
Covered in the public forum
 - 8.5 **To discuss management and matters associated with the allotments**
Covered in 5.12
 - 8.6 **For information – South Cambs District Council & Cambridge City Council – Northwest & West Community Forum – Wednesday 26th February 2025 at 6pm via Teams**
- 9. **Consultations**
 - 9.1 **Harston Neighbourhood Plan – Submission public consultation – comments by 20th February 2025**
The councillors agreed that no comments were to be made.
 - 9.2 **South Cambs District Council – Four-day week consultation – comments by 23rd March 2025**
The councillors agreed that no comments were to be made.
 - 9.3 **Cambridgeshire County Planning Local Validation List consultation – comments by 10th March 2025**

The councillors agreed that no comments were to be made.

10. 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 January 2025 and 30th January 2025 – no payments received

c. Payments made between 1st January 2025 and 30th January 2025

- i. CAPALC – Code of Conduct Training for Cllr Baqir - £40.00
- ii. Staff Salary/Overtime/Expenses/Pension (Period 9 & 10) - £894.75
- iii. Pristine Windows – Bus Shelter Cleaning - £135.00
- iv. Reimbursement to Cllr Houlihane – Purchase of laptop & shredder - £608.74

d. Scheduled payments and payments to hand

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

- i. S Etherington-Meech – Reimbursement for Office Subscription - £59.99
- ii. Brookfield Groundcare – Grass Cut 9 & 10 - £720.00
- iii. Dry Drayton Village Hall – Hall Hire for 4th February 2025 - £24.00
- iv. Source for Business – Water Rates for Allotments (03/07/24 – 03/01/25) - £81.66 due to be paid by direct debit on 3rd February 2025

e. To discuss the increase for Annual Microsoft Office 365 Subscription for 2026 to include copilot

The councillors agreed that copilot would not be required so recurring payments for 2026 should be cancelled and a calendar reminder set to renew without copilot at the end of 2025.

f. To arrange clerk’s annual appraisal

It was agreed that the clerk’s appraisal should be carried out at the end of March prior to the April meeting, Cllr Aldersley to arrange a date.

g. To discuss appointment of the Internal Auditor

RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) that LGS Services are appointed as Internal Auditor.

h. To discuss moving website and email to .gov.uk

The councillors requested more information from the clerk in order to understand the reasons and advantages for moving to .gov.uk website and email.

i. To approve updated Asset Register

RESOLVED (Prop Cllr Aldersley, 2nd Cllr Granger, unanimous) to approve the updated asset register.

11. To accept notices and matter for the next agenda

- To discuss purchase of new battery and pads for the defibrillator at the village hall
- To discuss meeting dates for rest of year and also agree a date for the Annual Parish Meeting
- To consider arranging a village litter pick

12. Date and time of next meeting – Tuesday 4th March 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 9.02pm

Signed.....Chairman

Date.....

Appendix 1

DRY DRAYTON PARISH COUNCIL
January 2025 Year End Bank Reconciliation

	£
Unity Trust Current Account on 31 st December 2024	£2,780.83
Unity Trust Instant Access account 31 st December 2024	£40,358.58
Total:	£43,139.41
<u>Less</u> payments presented from 1 st January 2025 to 31 st January 2025 <i>6 online payments, 1 direct debit, 1 standing order, 1 bank fee</i>	£1,707.22
<u>Plus</u> , receipts presented from 1 st January 2025 to 31 st January 2025 <i>No receipts and no interest payment received</i>	£0.00
Closing Unity Trust Current account on 31 st January 2025	£3,073.61
Closing Unity Trust Savings account on 31 st January 2025	£38,358.58
Total:	£41,432.19
<u>Less outstanding payments not yet subtracted</u>	
Balance carried forward on 31st January 2025	£ 41,432.19

Notes: As of January 2025, outstanding Section 106 monies to be spent:

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

Sarah Etherington-Meech

RFO

3rd February 2025