

**Minutes of Dry Drayton Parish Council (DDPC) Meeting**  
**Tuesday 4<sup>th</sup> March 2025 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 Houlihan (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 R Stobart (District Councillor) 1 member of the public

**1. To Accept Apologies for Absence**

No apologies for absence, all councillors 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**

A member of the public raised a concern as to how the large volumes of rainwater from the large surface of the car park at Scotland Road Travel Hub would be discharged. If not carefully managed, the water could have a significant effect on Callow Brook, particularly as it goes under Madingley Road. Cllr. Houlihan said that he understands that there will be a balancing pond at the rear of the site to control the discharge of the water. **Action – This matter is to be investigated.**

**4. To Approve the Minutes of the Parish Council Meeting held on Tuesday 4<sup>th</sup> February 2025**

**RESOLVED** (Prop Cllr Aldersley, 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 sent a report to the councillors with an update on all matters including Item 5.2 before the meeting.

- 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 (this is a duplicate of Item 5.3.**
- 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 (PX Farms)**

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

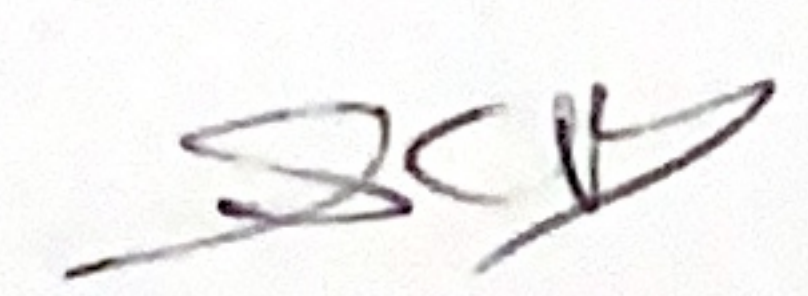
**5.3 Update of plans for Park & Ride/ Travel Hub at Scotland Rd and to arrange a meeting with Kerry Allen in relation to the proposed link for a NMU to Scotland Farm hub (EM/RS/SEM)**

**Action – Cllr Stobart to get in touch with Kerry Allen and request an update on the status of this matter.**

SCA



- 5.4 Update on proceeding with proposal from Highways for 2024/25 LHI application (SCA)**  
Cllr Aldersley advised that he confirmed the initial stage of the LHI with Highways. However, buy-in needs to be received from other parties before the project can progress to the next stage and he has written an article for the latest newsletter inviting comments.
- 5.5 Update on Luton Airport Stacking Consultation – extended to mid-April 2025 (RELAS) (RS/CG/)**  
Cllr Stobart confirmed that there are no new updates and RELAS is the most reliable source for new information.
- 5.6 To investigate funding, efficacy and operating experience of solar powered streetlights (RS)**  
*Action – Cllr Granger to liaise with Orla Gibbons at South Cambs District Council (SCDC) in relation to possible grant funding that maybe available.* Cllr Stobart highlighted that the Zero Carbon Communities grants are to be relaunched in April and maybe the right funding stream for this project. Cllr Garvie arrived at 7.13pm during this item.  
Cllr Aldersley raised concern over the darkness of 'The Drift' and whether there maybe grants available toward some form of lighting for this area. Cllr Murphy advised that this could be made under 'Active Travel' and she could put this forward to be recognised as an active travel route which could help with improvements with limited funding. Cllr Murphy queried with the District Councillors what overlap there maybe with Zero Carbon Communities and Active Travel.
- 5.7 Review of Training Statement of Intent and Dignity at Work Policies (SCA)**  
Cllr Aldersley advised that this item is still outstanding.
- 5.8 Update on 2023/24 LHI Application for speed limit buffers and email from Evans Amoateng at Highways (SCA)**  
Cllr Aldersley asked the councillors their thoughts on the email that had been received with a diagram of works. Cllr Granger confirmed that she had shared her response to the email and her suggestion of another HGV sign at the end of Dry Drayton. It was agreed that Cllr Aldersley would confirm the acceptance of the proposal and would question whether an additional HGV sign is necessary.
- 5.9 Update on planting of Six Free Trees from SCDC (Resident)**  
The resident who has overseen this project confirmed planting of the trees. DDPC noted a thank you to the resident for their work on this project.
- 5.10 To arrange for resident to repair Perspex in High Street noticeboard (EP)**  
Cllr Pyle confirmed that the works have now been completed. DDPC noted a thank you to John Pyle for completing the works. *Action – Cllr Pyle to send invoice for Perspex to the clerk for reimbursement.*
- 5.11 To resend grass cutting plan to Brookfield Groundcare in relation to untended grass opposite Oak Crescent and to request costings for one off cut of the overgrown area in Park Lane and to include the entrance of the allotments in the grass cutting rota (SEM)**  
Brookfield Groundcare confirmed that to cut hedges on Park Lane would be £280.00 plus VAT per cut, recommending a cut once or twice per annum outside of nesting season. They have not yet managed to visit the allotments. *Action – DDPC to revisit the hedge cutting outside of nesting season, add to September agenda.*
- 5.12 To add more details and recent activity for submission of 2025/26 20mph speed limit application (SCA)**  
*Action – Cllr Aldersley to circulate updated application to the councillors and then submit the application over the weekend.*
- 6. To Accept a Report from County and District Councillors**  
For reports see [www.drydraytonpc.org.uk](http://www.drydraytonpc.org.uk)
- 7. To Discuss Planning Matters**
- a. Applications received for consideration
    - i. 25/0106/TTPO - 4 Old Rectory Drive Dry Drayton Cambridgeshire CB23 8BU – Works to TPO trees – Comments by 6<sup>th</sup> March 2025





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

- ii. **25/00551/PRIOR - Rectory Farm New Road Dry Drayton CB23 8AS - Erection of an agricultural general purpose storage building – For information only**

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

- i. **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 permission)**  
**22/03352/OUT – Conditions discharged in full**

- ii. **24/04553/PRIOR - Scotland Farm Scotland Road Dry Drayton Cambridgeshire CB23 8AU - 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 – Prior approval not required**

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

- 8.1 To discuss email from school in relation to the wig wags not working**

*Action – Cllr Houlihan to investigate this matter.*

- 8.2 For information – South Cambs District Council - Five-year housing land supply update**

Cllr Stobart advised that the rules and targets have changed with immediate effect and there is a gap of around 300 houses. Some of the gap has already been made up by confirming building is underway with developers.

- 8.3 For information - Great British Spring Clean – 21<sup>st</sup> March 2025 – 6<sup>th</sup> April 2025 and to consider arranging a village litter pick**

Cllr Aldersley highlighted that this matter has been raised by a resident previously. It was agreed for Cllr Aldersley to arrange for Les Waters to circulate a date for a village litter pick of Saturday 5<sup>th</sup> April at 10am, meeting outside the village hall.

- 8.4 For information - Greater Cambridge Local Plan – An update including revised deadlines and site proposal submission opportunities for further ‘Call for Sites’**

- 8.5 To update and discuss allotment management, vacant plots and responses from plot holders in relation to rental agreements and maintenance of plots**

Concerns have been raised by plot holders in relation to management of the allotments and the rental agreements. The councillors confirmed that matters relating to the allotments have been a longstanding item for discussion by the parish council with plot holders welcomed and encouraged to attend. There are two vacant plots of which one has now been reserved pending request to install a pond and plant a dwarf apple tree.

RESOLVED (Prop Cllr Granger, 2nd Cllr Aldersley, unanimous) to answer all questions as agreed by the councillors and confirm that DDPC agree for a dwarf apple tree to be planted but not for a pond to be installed by the new plot holder.

- 8.6 To discuss letter from SSE in relation to the Market-Wide Half-Hourly Settlement (MHHS) programme and expiration of current contract for streetlighting energy**

RESOLVED (Prop Cllr Houlihan, 2nd Cllr Granger, unanimous) to proceed with the new contract that has been provided until July 2025 and then seek other quotations for the streetlighting energy supply over the next few months.

**9. Consultations**

- 9.1 Greater Cambridge Planning - Parish Forum Survey : 2025 – comments by 28<sup>th</sup> March 2025**

The councillors agreed that they had no comments for this survey.

**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.

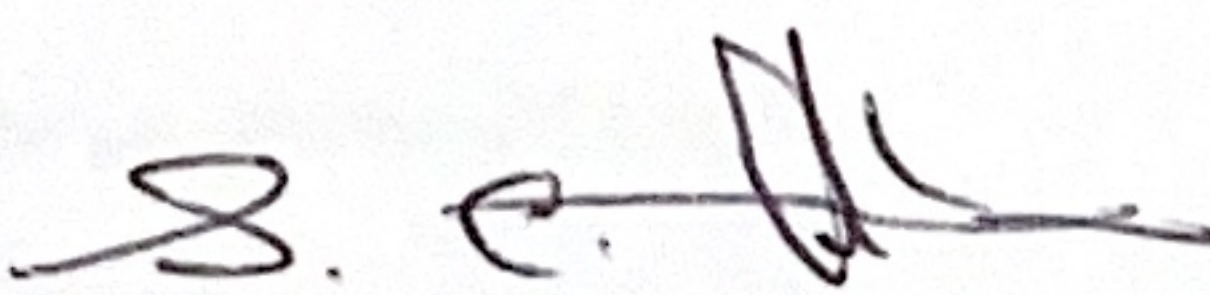


- b. To advise of payments received between 1<sup>st</sup> February 2025 and 27<sup>th</sup> February 2025 – no payments received
  - c. Payments made between 1<sup>st</sup> February 2025 and 27<sup>th</sup> February 2025
    - i. Clerks Expenses/Overtime/Pension (Period 10) - £56.35
    - ii. S Etherington-Meech – Reimbursement for Office Subscription - £59.99
    - iii. Brookfield Groundcare – Grass Cut 9 & 10 - £720.00
    - iv. Dry Drayton Village Hall – Hall Hire for 4th February 2025 - £24.00
    - v. Source for Business – Water Rates for Allotments (03/07/24 – 03/01/25) - £81.66
  - d. Scheduled payments and payments to hand  
RESOLVED (Prop Cllr Aldersley, 2nd Cllr Houlihane, unanimous) that payments to hand should be made.
    - i. Dry Drayton Village Hall – Hall Hire for 4<sup>th</sup> March 2025 - £24.00
    - ii. S Etherington-Meech – Clerks Salary/Overtime/Expenses (Period 11) - £825.20
    - iii. HMRC – Clerks Tax and National Insurance for Period 11 - £22.93
    - iv. To ratify payment - HCE – Purchase of defib battery and pads - £324.00
  - e. For information – rental charge increases for hall hire of Dry Drayton Village Hall from £8 to £9 per hour  
Cllr Baqir left the meeting at the beginning of this item.
  - f. Clerk to provide information for moving website and email to .gov.uk  
The clerk is to carry out more investigations into this item.
  - g. To discuss future meeting dates for 2025/26 and agree date for Annual Parish Meeting  
The following dates were agreed by the councillors - 16<sup>th</sup> May for APM. 3<sup>rd</sup> June 2025, 15<sup>th</sup> July 2025, 2<sup>nd</sup> September 2025, 7<sup>th</sup> October 2025, 4<sup>th</sup> November 2025, 2<sup>nd</sup> December 2025.
  - h. To confirm date for end of March for clerk’s appraisal  
A date was confirmed with Cllr Aldersley and Cllr Pyle for the end of March
11. 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.
12. Date and time of next meeting – Tuesday 1<sup>st</sup> April 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 to exclude the public and press

Meeting closed at 8.58pm

Signed..........Chairman

Date.....1. Apr 2025.....



Appendix 1

DRY DRAYTON PARISH COUNCIL  
February 2025 Year End Bank Reconciliation

	£
Unity Trust Current Account on 31 <sup>st</sup> January 2025	£3,073.61
Unity Trust Instant Access account 31 <sup>st</sup> January 2025	£38,358.58
<b>Total:</b>	<b>£41,432.19</b>
<u>Less</u> payments presented from 1 <sup>st</sup> February 2025 to 28 <sup>th</sup> February 2025 <i>7 online payments, 2 direct debit, 1 standing order, 1 bank fee</i>	£2,157.13
<u>Plus</u> , receipts presented from 1 <sup>st</sup> February 2025 to 28 <sup>th</sup> February 2025 <i>No receipts and no interest payment received</i>	£0.00
Closing Unity Trust Current account on 28 <sup>th</sup> February 2025	£2,416.48
Closing Unity Trust Savings account on 28 <sup>th</sup> February 2025	£36,858.58
<b>Total:</b>	<b>£39,275.06</b>
<u>Less outstanding payments not yet subtracted</u>	
<b>Balance carried forward on 28<sup>th</sup> February 2025</b>	<b>£ 39,275.06</b>
<u>Notes:</u> As of February 2025, outstanding Section 106 monies to be spent:	
• Traffic Calming - £45,125.00 (held by Highways)	

Sarah Etherington-Meech

RFO

28<sup>th</sup> February 2025

